

Sub-Grant Application Form

Forest Carbon Partnership Facility(FCPF)-Capacity Building on REDD+ for Forest-Dependent Indigenous Peoples in East Asia and the Pacific (EAP) and South Asia Region (SAR) Project

(NOTE: You are free to insert additional space/rows when filling up the form but be concise. The total number of pages in Calibri font 12 should not exceed 12 pages.)

Section 1: Contact Details

1.a Legally registered name of the organization (Attach an English version of the copy of Certificate of Registration or any other document that certifies its legal personality)			
Hoa Binh Co-operative on Agro-Forestry & Environment, Vietnam			
1.b Official address of the organization			
Binh Long commune, Vo Nhai district, Thai Nguyen province, Vietnam			
1.c Website of the organization if any			
1.d Person authorized to sign the Sub-Recipient Agreement		1.e Person responsible to implement the sub-project if different from 1.d Attach CV in English	
Name	Ha Trung Thong	Name	Ha Trung Thong
Position	Director, Hoa Binh Co-operative on Agriculture, Forestry & Environment	Position	Director of Hoa Binh Co-operative on Agriculture, Forestry & Environment
Telephone & Fax	+84 1695 233 580	Telephone & Fax	+84 1695 233 580
Email address	trungthongblvn@gmail.com	Email address	trungthongblvn@gmail.com
Skype address		Skype address	
1.f Person responsible for finance (must be different from 1.d and 1.e) and CV in English must be attached			
Name	Pham Thi Dung	Telephone & Fax	+84 357511475
Position	Accountant	Email & Skype	

Section 2: Sub-Project Identification

Sub-Project title	Upscaling and Replicating Capacity building for the ethnic communities to be ready to actively participate in REDD+ as an independent stakeholder through their legal entities
Describe the Sub-Project implementation area/s and if possible, the indigenous peoples who will directly benefit from the sub-project: (the location should be in the same area/s where there are ongoing government activities on REDD+ readiness and/or emissions reduction)	
<p>Thanh Hoa province is one of the six (6) Emission Reductions Program (ERP) provinces. The sub-project will be implemented in four (4) communes in Nhu Xuan District namely: Cat Van, Thanh Lam, Hoa Quy and Xuan Quy.</p> <p>The 236 households of Thanh Son Lam co-operative in Cat Van commune, which benefited in the previous capacity building sub-project will benefit again in this sub-project. Some 247 households of Thanh Trung cooperative¹ in Thanh Lam commune are new beneficiaries. Around 260 households of the ethnic minorities and local communities in two communes of Hoa Quy and Xuan Quy, will benefit also from the sub-project. Thanh Son Lam</p>	

¹ Thanh Trung cooperative in Thanh Lam commune was set up and capacitated under the project “Empowering ethnic minority women for REDD+, climate change and sustainable development in Vietnam” with funding from FCPF – World Bank Gender Fund through Tebtebba

and Thanh Trung cooperatives will co-operate with the communities in the two target communes to set up an alliance of co-operatives and develop a proposal on Community led ER initiative that could be funded under the small grant initiative within the ACMA process based on their legal entity to enrich forest Carbon. This proposal would be sent to the provincial management board of the ERP.

All these communes are in the mountainous areas of Nhu Xuan district occupied by 4 ethnic groups: Thai, Tho, Muong and Kinh.

The commune and district government officers who are members of the project Management Board will also benefit from this sub-project.

Estimated number of direct beneficiaries	Male: 130 (previous-910)	Female: 130 (previous-382)
Estimated number of indirect beneficiaries	Male: 3,863	Female: 4,020
Sub-Project duration [should not be more than fifteen (15) months]	February 2019 to June 30, 2019	
5 months		
Total Sub-Project cost (amount requested plus counterpart in USD)	41,663.57 USD	
Amount requested for the sub-project (in USD)	36,443.57 USD	
Amount provided by your organization (in USD, please specify cash/in kind)	5,220 USD in kind and cash (projectors, motorbike, laptop, printer, office rent and a part of fee of consultants/management fees)	
Amount provided by other sources (in USD, please specify cash/in kind)		

Section 3: Applicant Organization Information

Describe briefly your organization: mission, priorities, and major projects/programmes implemented with similar activities being proposed under the FCPF-CBP.

Hoa Binh Co-operative on Agro-Forestry & Environment, Vietnam

Mission: Being the proactive entity of indigenous communities to contribute to climate change mitigation, ecosystem resilience, sustainable livelihood and poverty reduction.

Priorities:

- Natural forest enrichment and forest biodiversity restoration and conservation;
- Forest - water ecosystem resilience;
- Community-ownership based REDD+ initiative pilot with the result-based payment;
- Nature-based livelihood improvement with organic oriented agriculture;
- Market integration for the farmer, Commodity production;
- Agriculture input self-supply;
- Soil and product quality improvement by homemade compost; and
- Strengthening the community network

Major projects/programmes implemented with similar activities being proposed under the FCPF-CBP

- Capacity building for the ethnic communities to be ready to actively participate in REDD+ as an independent stakeholder through their legal entities;

How is your organization governed (example Board of Directors/Trustees, Council of Elders/Leaders, etc)? How often do they meet?

Hoa Binh Co-operative on Agro-Forestry & Environment, Vietnam

The structure of the organization is as follows:

- Board of Directors: 17 members
- Control Board: 3 members
- Board of Managers: 3 persons

Quarterly and unscheduled meetings are organized and conducted.

Describe your organization structure or attach your organizational chart.

In the co-op, there is a chapter, procedure of making the decision which ensures the participation of members, reporting system, monitoring system, financial system, system of managing of revolving fund and there is a disciplinary committee

List down your organization's policies and procedures including finance and procurement or attach a copy. Successful applicants must submit these documents.

FINANCIAL MANAGEMENT POLICIES AND PROCEDURES

1. General purpose	13. Local travel and expense reimbursements
2. Financial responsibilities	14. Purchasing
3. Conflict of interest	15. Leases and other contractual agreements
4. Budgeting process	16. Bank reconciliations
5. Financial statements	17. Cash and cash equivalents
6. Cash fund	18. Petty cash
7. Audit	19. Insurances
8. Recording receipts	20. Equipment installation
9. Receipts to donors	21. Confidentiality and records security
10. Expenditures procedures	22. Document retention
11. Signature policy	23. Tax and reporting to government agency as rules
12. Compensation and payroll	

List your organization's membership/part of a Network or Alliance. Include those with government, if any.

Name of Alliance/Network	Contact Person	Contact Details
Alliance of Community Cooperatives of Ethnic Groups (ACCE), including 7 cooperatives in Vo Nhai district, Thai Nguyen province (civil association)	Ha Trung Thông – Chair Director of Hoa Binh Co-operative on	Ha Trung Thông – Chair Director of Hoa Binh Co-operative on
	Agriculture, Forestry & Environment	Agriculture, Forestry & Environment
	trungthongblvn@gmail.com	trungthongblvn@gmail.com
Thai Nguyen province Association of Cooperatives (state association)	Ha Trung Thong - Director of Hoa Binh Co-operative on	Ha Trung Thong - Director of Hoa Binh Co-operative on

List down your organization's sources of funds from 2014 to the present

Name of Donor	Contact Person	Contact Details
FCPF CBP – World Bank	Tebtebba	tebtebba@tebtebba.org
Norad through Centre of Research and Development in Upland Area (CERDA)	Vu Thi Hien	Director of Centre of Research and Development in Upland Area (CERDA) Email: tranvuhientk@gmail.com Cell phone: +84 975 790 816

Are the funds of your organization subjected to annual external audit? If yes, kindly enter the name and contact details of the external auditor and attach a copy of the recent audit report including the letter to

management for the recent fiscal year (2017 and/or 2018).

Name of the External Auditor	Contact Details
BDO audit service co. LTD	hung.pham@bdo.vn

Describe your organization's previous or ongoing projects/activities on REDD+ at local and national levels including engagement with government/government agencies.

- Implemented the project of “Capacity building for the ethnic communities to be ready to actively participate in REDD+ as an independent stakeholder through their legal entities”, funded by FCFP CBP– World Bank, managed by Tebtebba with technical support from CERDA
- Participated in the project “Pilot models of implementation of Reducing Emission from Deforestation and Forest Degradation (REDD+) at grassroots level in North of Vietnam” funded by Norad with the key model of “Community-ownership based REDD+ initiative” and “Community –based forest monitoring and information system – CBMIS” and pilot of result-based payment.
- Participated in the project “Strengthening tenure among upland communities in Vietnam to reduce illegal logging and conversion of natural forest” funded by European Forest Institute – EU REDD+ facility. In which, Hoa Binh co-op plays the key organization in setting up the Alliance of Community Co-operative of Ethnic Groups (ACCE) and run the model of “Landscape– inter-community – Customary governance forest management” which is useful and effective for REDD+ implementation.
- Participated in developing Provincial REDD+ Action Plan which was organized by Thai Nguyen provincial government
- Sharing the lesson learned on “Community-ownership based REDD+ initiative” through the workshop organized by UN-REDD program and provincial workshop organized by Provincial authority.

Describe fluency of staff in the language/s of targeted indigenous peoples.

The Hoa Binh co-operative staffs speak Vietnamese and their indigenous languages (Tay, Nung...); all staffs cannot speak English. For the report, it needs support in terms of translation.

Elaborate on how your organization settle/address complaints.

In the co-operative, there is a complaint system (Please see the attachment). All complaints are sent to the relevant section like Board of managers, Board of Directors and Control Board. The Control Board who works as the independent monitoring system within the co-operative has the duty to work with all relevant stakeholders to investigate and provide the conclusion to the complainant and inform publicly all members of the co-op. In case the complainant is not satisfied with the result/solution given by the Control Board, the complainant can request 1/3 of the total members through some representatives to set up the members conference which can make the final decision.

Rate your organization on the following, 10 points being the highest.

Technical capacity	5	Reports preparation	4
Safeguards implementation	6	Monitoring & evaluation	4

Section 4: Proposed Sub-Project Information

4.1 Please provide a short overall description of your Sub-Project. Why is the Sub-Project important to forest-dependent indigenous men and women beneficiaries?

All the target communes are included in Thanh Hoa’s Provincial REDD+ Action Plan. The project aims to capacitate the target indigenous peoples/ethnic minorities and forest dependent communities to participate in ERP implementation as independent stakeholders through their alliance of cooperatives.

Except for the members of Thanh Son Lam cooperative in Cat Van commune and members of the Thanh Trung cooperative in Thanh Lam commune who participated in capacity building activities in the previous sub-project and the gender project, the targeted indigenous peoples/ethnic minorities and other forest dependent communities in Xuan Quy and Hoa Quy communes do not understand climate change, drivers of deforestation and forest degradation, the important roles of natural forest and ecosystems and REDD+. They also have very poor

knowledge on the laws, policies and their rights. The sub-project will organize trainings on these topics including the Law on Cooperatives of 2012, benefit sharing and carbon accounting among other topics. It will also set-up cooperatives in Xuan Quy and Hoa Quy communes. Thanh Son Lam cooperative in Cat Van commune and Thanh Trung co-operative in Thanh Lam commune are now managing around 1,800 ha of natural forest. The two cooperatives to be set-up covering 9 household clusters in 7 communities will be assisted to apply for forest protection contract over around 1,000 ha of forest. These 2,800 ha of natural protection forest (called Bu Mun locally) could be managed jointly by the alliance of cooperatives using the model of “Inter-community, landscape and customary governance forest protection”. This way, the target communities are able to protect the forest at lower cost and get more income from forest protection even if they are not the forest owners.

The knowledge required in REDD+ participation covers a large range of relevant issues like safeguards, benefit sharing and Carbon accounting. The trainings on three groups of capacity building topics below which were provided to the members of Thanh Son Lam and Thanh Trung cooperatives will be replicated in the new project areas.

Group 1: Citizen’s rights, Legal forest owner rights and duties, Legal interest of the natural production forest owner; Power and duty of forest ranger and local authority in forest management; Climate change and its causes, role of natural forest and ecosystem, and What is REDD+?

Group 2: REDD+ related issues (Cancun safeguard, result-based payment, benefit sharing, FPIC, grievance mechanism, MRV); Drivers of Forest degradation and Deforestation; Introduction of FCFP program.

Group 3: National and provincial REDD+ policies; Opportunities and challenges and solutions for ethnic minorities and women to participate in REDD+ as an independent stakeholder; Introduction of model of “Community-ownership based REDD+ initiative”; and lessons learned on ‘Community-based forest monitoring and information system – CBMIS’ in Binh Long commune, Thai Nguyen province.

This project can change the villagers’ way of thinking, moving from being dependent to being active; developing a sense of ownership and being a rights’ holder. They will be giving up the way of sitting around waiting for support or orders from government agencies. Understanding the model “Community ownership based REDD+ initiative” in Thai Nguyen province could help them participate in ERP as independent stakeholders through their cooperatives. The sub-project will train the leaders and members of the alliance of cooperatives to develop a project proposal on “Community ownership based Emission Reduction Initiative by Enriching Forest Carbon” and submit to the ERP Provincial Management Board of Thanh Hoa. This could be a pilot for implementing the Adaptive Collaborative Management Approach (ACMA) being the benefit sharing mechanism identified in Vietnam’s Emission Reductions Programme Document (ERPD).

They will also have an opportunity to forward lessons and recommendations on indigenous peoples/ethnic minorities’ issues and concerns in relation to REDD+ strategies/programmes to the national and provincial decision makers as contribution to REDD+ policy development.

4.2 What are the issues and problems of forest-dependent indigenous men and women that the Sub-Project will address? Why are these critical to them?

In Vietnam, the ethnic minorities and forest dependent peoples are the most vulnerable. They live in the mountainous areas and suffer from the adverse impacts of climate change but do not have knowledge on climate change adaptation and mitigation. They also do not receive important information like the government laws, policies and programs. In general, they are still passive to the top-down approach which has been applied by the government for years in policy implementation.

It is very important that the target beneficiaries understand about climate change, drivers of forest degradation and deforestation, role of natural forest and ecosystems, REDD+ issues and the ERPD among other important

related topics.

The benefit sharing mechanism included in the ERPD should be understood by these forest dwelling communities. The sub-project will conduct awareness trainings on ACMA for the members of the alliance of cooperatives and assist them develop a proposal. More so, the new areas are not aware of their rights, climate change and its impacts, and REDD+ among others.

In the two new project areas, Xuan Quy and Hoa Quy communes, around 1,000 ha of natural protection forest is under serious degradation. It is still under the management of Commune People's Committees and has not been allocated to any legal forest owners as the government wanted. As the project is short term, it cannot help the communities to get the forest use rights over this forest area. In order to help the communities to access the state forest Program and ERP over this forest area, it was discussed earlier with the district and commune governments and they agreed that they will sign a long-term forest protection contract with the 9 clusters of households in the 7 residential villages living along the forest mountain. The local government also agreed to allocate the 1,000 ha of forest area to the communities if there is enough time to process and necessary financial resources are available.

4.3 Sub-Project Objective (what is the desired contribution of the proposed Sub-Project to the community and/or organization?)

- To assist the communities to set-up legal entities (cooperatives) to access to the government policy on forestry as the independent stakeholder.
- To improve knowledge of ethnic minorities and forest-dependent communities on REDD+ and the ERP and related topics
- The communities are capable to participate in REDD+ processes including ERP implementation at local and national levels

4.4 Desired Outcomes (what benefits or immediate changes do you anticipate by the end of the Sub-Project?)

Positive change can be as follows:

Ethnic minorities and other forest dependent peoples in the new project areas understand climate change and its impacts, drivers of forest degradation and deforestation, role of natural forest and forest ecosystem, REDD+ issues, safeguards, importance of traditional knowledge, full and effective participation, accountable governance, forest owners' rights to be more confident to speak out their concerns and issues and be able to work with government officers, especially in monitoring of the forest protection and REDD+ activities.

The significance of indigenous knowledge and practices on sustainable natural resource management which were ignored for half a century will be reinforced and policy makers will be made to realize this through this sub-project.

Two new co-operatives will be organized in the new project areas and an alliance of cooperatives among four (4) cooperatives will be formed. As a result, these organizations can lead the individual households to work together with a sense of ownership and as targeted by the New National Rural Development Program and actively participate in REDD+ implementation.

A model of ACMA between the community entity and the local government agencies through the forest protection contract will be piloted and shared with the ERP stakeholders especially MARD.

4.5 Kindly enumerate and describe the activities to be implemented by the Sub-Project for a period of not later than June 30, 2019. (group the activities which contribute to a single result)

Activities	Expected Outputs and Outcomes
1. Xuan Quy and Hoa Quy communes	
Activity 1.a. Training on the law on co-operatives, how to set up and run the co-op and the alliance of the co-op, introduce the ACMA and develop the initial concept of benefit sharing under ACMA. Time: 2 days, Participants: 32 people	The key farmers understand the law on co-operative, ACMA. A strategy and plan on how to establish the co-operative is prepared The initial concept of benefit sharing using ACMA is developed
Activity 1.b Preparations for the establishment of two	The two profiles of the co-op are prepared well.

cooperatives: Workshops to prepare the profiles (02 workshops, 1 day per workshop, 20 people per one workshop) and organize the conferences to establish the co-operatives (2 conferences, 0,5 day per conference, 35 people per conference)	The two cooperatives are officially established
Activity 1.c: Workshop with the district authority for the signing of a long-term forest protection contract under the state forest protection program with the 7 communities under the two co-ops in Xuan Quy and Hoa Quy communes and discuss possible agreement on ACMA and benefit sharing mechanism., Time: 1 day. Participants: 30 people	The contract on forest protection between the district authority and the 9 household clusters in 7 communities through the co-ops is signed. Initial understanding on benefit sharing under the ACMA between the government agency and the co-op reached
Activity 1.d: Organize the training courses for the key leaders of two new co-ops, and the FPIC teams of Thanh Son Lam and Thanh Trung co-ops on the three groups of REDD+ topics and set up the FPIC team of the alliance of the co-ops which is conducted by CERDA and Hoa Binh staffs Time: 3 days, participants: 12 people.	The FPIC team of the alliance of 4 co-ops is set up. The FPIC team of the alliance is able to deliver the 3 groups of REDD+ topics to the villagers at SGGs. The attendees understand about the topics.
Activity 1.e: Organized 27 forums at 9 self-governing groups (SGGs) on 3 groups of topics described in Sub-Section 4.1 above which is conducted by FPIC teams of the alliance of the co-ops and Hoa Binh staffs Time: a half of day per forum. FPIC team members: 2 persons per forum. Participants: around 30 per forum	27 training workshops conducted, the members of 7 villages understand the 3 groups of topics and become more confident to talk to government officials
2. Alliance of Cooperatives	Expected Outputs and Outcomes
Activity 2.a Organize a workshop with the participation of the 4 cooperative leaders from Cat Van, Thanh Lam, Xuan Quy and Hoa Quy communes to set-up the alliance of cooperatives and develop the plan to implement the model of “Inter-community landscape and customary governance based forest protection” over 2,800 ha of natural forest protection and the ideas of a joint proposal on “Community ownership based ER initiative by enriching Forest Carbon” Time: 3 day workshop, Participants: 24.	The alliance of the co-ops is established; a memorandum of understanding and the action plan for forest protection is agreed by all under the model of inter-community landscape and customary governance forest protection” Ideas on a joint proposal for “Community ownership based ER initiative by enriching Forest Carbon” is developed and documented.
Activity 2.b: Organize workshop on CBMIS for coop leaders of the alliance Time: 3days, Participants: 24 people,	The co-op leaders and heads of SGGs understand CBMIS ;
Activity 2.c. Workshop is organized to train the leaders of the coop alliance to develop and write through the legal entity a draft proposal on “Community ownership based ER initiative by enriching forest Carbon” Time: 3 days; Participants: 24 people	The leaders of the co-op alliance know how to develop the proposal. The first draft of the proposal on “Community ownership based ER initiative by enriching Forest Carbon” is written
Activity 2.d. Organize workshop to finalize the benefit sharing model under the ACMA Time: 3 days; Participants: 24 people including government representatives	The proposal on “Community ownership based ER initiative by enriching Forest Carbon” as a model for benefit sharing under ACMA is finalized and submitted to Thanh Hoa’s ERP Provincial Management Board and

	national ERP office
3. Carbon Accounting	Expected Outputs and Outcomes
Activity 3.a. Translate the Carbon Accounting tool kit from the regional training of trainers to be organized by Tebtebba to Vietnamese language.	The Carbon accounting tool kit available in Vietnamese; ethnic minorities can easily understand
Activity 3.b. Organize the training course on Carbon accounting for the 4 co-ops: Thanh Son Lam, Thanh Trung and the two co-ops (set up under this project). Time: 3 days; Participants: 24 people	The 24 participants are able to do Carbon accounting basing on the tool kit
4. Engagement with REDD+ government offices and other stakeholders	Expected Outputs and Outcomes
Activity 4.a: Introduction of the project - Prepare the content, document and organize 7 forums at 7 villages to introduce the sub-project's objectives, interventions and approach, the forest protection contract between the community-coop and the district government and what is the co-op and the alliance of co-op. Time: A half day per forum per village; Participant: all villagers in 7 villages, around 260 people	The 9 household clusters in 9 villages understand the project and form self-governing groups and 9 SGGs are set up; The villagers understand about the forest protection contract between the alliance of the co-ops and the government agency Agreement to apply the "Inter-community, landscape and customary governance based forest management" signed The annual community forest protection Fund is set up with the regulations to operate. The community forest protection Convention is agreed The ACMA and benefit sharing mechanism is agreed by all the villagers
Activity 4.b. Meeting with the National REDD+ Focal Person on the activities to be implemented under the sub-project	National REDD+ Focal Person know and support the activities to be implemented under the sub-project; the sub-project proposal prepared and submitted
Activity 4.c. Introduction of the project - Prepare the content, document and organize the district workshop with the participation of district, commune and the key farmers to discuss about the project's objective, intervention, outcome, and approach. Time: a half of day, Participants: 30;	The district has the plan to sign the forest protection contract with 9 communities in two target communes The participants agree with all project interventions and approach, ACMA and benefit sharing system; The action plan is agreed by all participants.
Activity 4.d. Workshop to prepare the model of inter-community, landscape and customary governance based approach to forest protection and the Community ownership based ER Initiative by Enriching Forest Carbon, benefit sharing model under ACMA. Time: 2 days; 24 local people and government representatives,	
Activity 4.e. Workshop to share the model of inter-community, landscape and customary governance based approach forest protection and benefit sharing model ACMA is co-organized between district authority and CERDA and the co-op alliance with the participants from province to communes; 0,5 day, 39 participants (3 province management board of ERP, 24 local people of 4	The models are commented, accepted and supported by the government; Members of Provincial Management Board of ERP is invited to attend the workshop. They know well about the proposal of "Community led ER initiative through the legal entity by enriching forest Carbon" The document on ACMA is delivered to national and

co-ops, 12 district and commune officers)	provincial ERP office
4.6 Describe any important external factors that may affect Sub-Project implementation and how will you mitigate these potential risks.	
Potential risks: The meetings cannot be organized at village levels due to strong rains, storm and flood, and during transplanting and harvesting season and the Lunar New Year festival.	
4.7 Describe previous engagements of your organization with the forest-dependent indigenous peoples who will benefit from this Sub-Project and how they will be involved in Sub-Project implementation, monitoring and evaluation.	
Hoa Binh co-op staffs themselves are ethnic minority people, they are knowledgeable on REDD+ as they implemented the Capacity Building for the Ethnic Communities to be Ready to Actively Participate in REDD+ as an Independent Stakeholder through Their Legal Entities that was funded by FCPF – World Bank. They also participated in similar projects since 2012.	
4.8 Is the national focal point on REDD+ aware of your sub-project proposal? If yes, what are the common activities in your sub-project proposal with their plans/activities?	
<p>The officials from Ministry of Agriculture and Rural Development (MARD), Vietnam Administration of Forestry, Vietnam REDD+ office (National REDD+ focal point), national and provincial FCPF program focal points have been informed about this sub-project proposal including its objective, the project area, donor and project holder. They totally support and are willing to co-operate during the project implementation. This sub-project proposal is focused on forest improvement to reduce emissions and enhance forest carbon stock which is also the focus of the national REDD+ program. It is hoped that this project complements and contributes to government led interventions and as such, the proponent will:</p> <ul style="list-style-type: none"> - Will send the project proposal which is approved by the donor to vice director of Vietnam Administration of Forestry and Vietnam REDD+ office (VRO) - Will register the project with the national REDD+ focal point – Vietnam REDD+ office; - Will send document of project results, lessons learned and recommendations to Vietnam REDD+ network, Vietnam Administrative Forestry (MARD), FCPF program at national and provincial levels in Thanh Hoa province, Vietnam REDD+ Office (VRO), 	
4.9 Which other groups/organizations, including government, will be involved in Sub-Project implementation?	
Name of group/organization	Roles/Responsibilities
<ul style="list-style-type: none"> - Provincial People Committee - District People Committee - Commune People Committee - National and provincial FCPF focal points; - Centre of Research and Development in Upland Area (CERDA) – Vietnamese NGO who has worked with the Hoa Binh co-operative and Alliance of cooperative in the post of adviser. 	<ul style="list-style-type: none"> - Provincial People Committee approves and monitor the project; - Project Management Board including the officials from District People Committee and Commune People Committee, they support legally the project implementation in locality and send the members to participate in the project implementation and monitoring. - National and provincial FCPF focal point and officials of Government office will participate in the sharing workshop that will be organized by the project and the representatives of local communities have a chance to share the point of view and convey the recommendation on the related REDD+ issues with them; - CERDA provides the technical support for the director of Hoa Binh cooperative in managing the project and the accountant in managing the project finance to ensure that the co-op meets all requirement of the donor and Vietnam government. CERDA provides the main

	<p>trainer/facilitator for the training courses/workshops within the project (Hoa Binh staffs work as the sub trainer or assistant) (Note: For now, CERDA has been accompanying with Hoa Binh co-operative to chair the Alliance of Co-operative in Vo Nhai district).</p>
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4.10 How will the Sub-Project gains be sustained after Sub-Project implementation?

The target beneficiaries, the alliance of the coops under the legal entity gain on climate change, REDD+, safeguards, rights, laws and policies and participate in the ERP and implement their initiative and share their experiences with other communities. With the legal entity and the capacity in forest ,management and REDD+, the communities are able to work with the government agencies to access to the forestry policies as well as REDD+ in the post of the independent stakeholder.

4.11 How will you ensure the proportionate participation of men, women and youth in the sub-project planning, implementation, monitoring and evaluation?

There will be notices to encourage the women to participate in the workshops at village level and the women and the young people will be encouraged to take leadership positions in the co-operatives.

Section 5: Detailed Work Plan Months (mark the month/s when the activity will be implemented)

	2019					
	Jan	Feb	Mar	Apr	May	June
1. Xuan Quy and Hoa Quy commune						
Activity 1.a. Training on the law on co-operatives, how to set up and run the co-op and the alliance of the co-op, introduce the ACMA and develop the initial concept of benefit sharing under ACMA. Time: 2 days, Participants: 32 people						
Activity 1.b Preparations for the establishment of two cooperatives: Workshops to prepare the profiles (02 workshops, 1 day per workshop, 20 people per one workshop) and organize the conferences to establish the co-operatives (2 conferences, 0,5 day per conference, 35 people per conference)						
Activity 1.c: Workshop with the district authority for the signing of a long-term forest protection contract under the state forest protection program with the 7 communities under the two co-ops in Xuan Quy and Hoa Quy communes and discuss possible agreement on ACMA and benefit sharing mechanism., Time: 1 day. Participants: 30 people						
Activity 1.d: Organize the training course for the key leaders of two new co-ops, and the FPIC teams of Thanh Son Lam and Thanh Trung co-ops on the three groups of REDD+ topics and set up the FPIC team of the alliance of the co-ops which is conducted by CERDA and Hoa Binh staffs Time: 3 days, participants: 12 people.						
Activity 1.e: Organized 27 forums at 9 self-governing groups (SGGs) on 3 groups of topics described in Sub-Section 4.1 above which is conducted by FPIC teams of the alliance of the co-ops and Hoa Binh staffs Time: a half of day per forum. FPIC team members: 2 persons per forum. Participant per forum: around 30;						

2. Alliance of Cooperatives						
Activity 2.a Organize a workshop with the participation of the 4 cooperative leaders from Cat Van, Thanh Lam, Xuan Quy and Hoa Quy communes to set-up the alliance of cooperatives and develop the plan to implement the model of “Inter-community landscape and customary governance based forest protection” over 2,800 ha of natural forest protection and the ideas of a joint proposal on “Community ownership based ER initiative by enriching Forest Carbon” Time: 3 day workshop, Participants: 24.						
Activity 2.b: Organize workshop on CBMIS for coop leaders Time: 3 days, Participants: 24 people,						
Activity 2.c. Workshop is organized to train the leaders of the coop alliance to develop and write a through the legal entity by enriching forest Carbon” Time: 3 days; Participants: 24 people						
Activity 2.d. Organize workshop to finalize the benefit sharing model under the ACMA Time: 3 days; Participants: 24 people						
3. Carbon Accounting						
Activity 3.a. Translate the Carbon Accounting tool kit from the regional training of trainers to be organized by Tebtebba to Vietnamese language.						
Activity 3.b. Organize the training course on Carbon accounting for the 4 co-ops: Thanh Son Lam, Thanh Trung and the two co-ops (set up under this project). Time: 3 days; Participants: 24 people						
Engagement with REDD+ government offices and other stakeholders						
Activity 4.a: Introduction of the project - Prepare the content, document and organize 7 forums at 7 villages to introduce the sub-project’s objectives, interventions and approach, the forest protection contract between the community-coop and the district government and what is the co-op and the alliance of co-op. Time: A half day per forum per village; Participant: all villagers in 7 villages						
Activity 4.b. Meeting with the National REDD+ Focal Person on the activities to be implemented under the sub-project						
Activity 4.c. Introduction of the project - Prepare the content, document and organize the workshop with the participation of district, commune and the key farmers to discuss about the project’s objective, intervention, outcome, and approach. Time: a half of day, Participants: 30;						
Activity 4.d. Workshop to prepare the model of inter-community, landscape and customary governance based approach to forest protection and the Community ownership based ER Initiative by Enriching Forest Carbon, benefit sharing model under ACMA. Time: 2 days; 24 local people and government representatives,						
Activity 4.e. Workshop to share the model of inter-community, landscape and customary governance based approach forest protection and benefit sharing model ACMA is co-organized between						

district authority and CERDA and the co-op alliance with the participants from province to communes; 0,5 day, 39 participants (3 province management board of ERP, 24 local people of 4 co-ops, 12 district and commune officers)						
Prepare and submit monthly reports including copies of documents developed such as agreements, BSM model, etc. participants list, accomplished before and after evaluation forms, photos/videos of activities, official receipts and other supporting documents of expenses						
Conduct the audit and submit audit report						

Section 6: Proposed Budget (The amounts in the budget must be expressed in United States dollars only. The amount that can be requested must not exceed US\$40,000; proponent's or your organization's contribution must not be lower than 20% of the total Sub-Project budget and budget for administrative and personnel costs must not be more than 20% of the amount requested. The RSC and Tebtebba reserves the right to request for an adjustment of the grant request vis-a-vis available funds.

Activities (copy the activities in Section 5 and paste below and insert the budget amounts in respective columns; add rows for administrative and personnel costs details)	Amount Requested	Proponent's Contribution	Total Budget
	(A)	(B)	(C) = (A + B)
1. For Xuan Quy and Hoa Quy communes			
Activity 1.a. Training on the law on co-operatives, how to set up and run the co-op and the alliance of the co-op, introduce the ACMA and develop the initial concept of benefit sharing under ACMA. Time: 2 days, Participants: 32 people	1,708.95	160.00	1,868.95
Activity 1.b Preparations for the establishment of two cooperatives: Workshops to prepare the profiles (02 workshops, 1 day per workshop, 20 people per one workshop) and organize the conferences to establish the co-operatives (2 conferences, 0,5 day per conference, 35 people per conference)	2,602.48	200.00	2,802.28
Activity 1.c: Workshop with the district authority for the signing of a long-term forest protection contract under the state forest protection program with the 7 communities under the two co-ops in Xuan Quy and Hoa Quy communes and discuss possible agreement on ACMA and benefit sharing mechanism., Time: 1 day. Participants: 30 people	973.51	80.00	1,053.51
Activity 1.d: Organize the training course for the key leaders of two new co-ops, and the FPIC teams of Thanh Son Lam and Thanh Trung co-ops on the three groups of REDD+ topics and set up the FPIC team of the alliance of the co-ops which is conducted by CERDA and Hoa Binh staffs. Time: 3 days; participants: 12 people.	2,189.02	160.00	2,349.02
Activity 1.e: Organized 27 forums at 9 self-governing groups (SGGs) on 3 groups of topics described in Sub-Section 4.1 above which is conducted by FPIC teams of the alliance of the co-ops and Hoa Binh staffs. Time: a half of day per forum. FPIC team members: 2 persons per forum, participants: around 30	3,227.80		3,227.80

2. Alliance of Cooperatives			
Activity 2.a Organize a workshop with the participation of the 4 cooperative leaders from Cat Van, Thanh Lam, Xuan Quy and Hoa Quy communes to set-up the alliance of cooperatives and develop the plan to implement the model of “Inter-community landscape and customary governance based forest protection” over 2,800 ha of natural forest protection and the ideas of a joint proposal on “Community ownership based ER initiative by enriching Forest Carbon” Time: 3 day workshop, Participants: 24.	2,135.45	200.00	2,335.45
Activity 2.b: Organize workshop on CBMIS for coop leaders Time: 3 days, Participants: 24 people	2,135.45	200.00	2,335.45
Activity 2.c. Workshop is organized to train the leaders of the coop alliance to develop and write a through the legal entity by enriching forest Carbon” . Time: 3 days; Participants: 24 people	2,260.17	200.00	2,460.17
Activity 2.d. Organize workshop to finalize the benefit sharing model under the ACMA. Time: 3 days; Participants: 24 people . Time: 3 days; Participants: 24 people	2,260.17	200.00	2,460.17
3. Carbon Accounting			
Activity 3.a. Translate the Carbon Accounting tool kit from the regional training of trainers to be organized by Tebtebba to Vietnamese language.	656.40		656.40
Activity 3.b. Organize the training course on Carbon accounting for the 4 co-ops: Thanh Son Lam, Thanh Trung and the two co-ops (set up under this project). Time: 3 days; Participants: 24 people	2,260.17	200.00	2,460.17
4. Engagement with REDD+ government offices and other stakeholders			
Activity 4.a: Introduction of the project - Prepare the content, document and organize 7 forums at 7 villages to introduce the sub-project’s objectives, interventions and approach, the forest protection contract between the community-coop and the district government and what is the co-op and the alliance of co-op. Time: A half day per forum per village; Participant: all villagers, around 260 people in 7 villages	1,550.09	180.00	1,730.09
Activity 4.b. Meeting with the National REDD+ Focal Person on the activities to be implemented under the sub-project			
Activity 4.c. Introduction of the project at district level - Prepare the content, document and organize the workshop with the participation of district, commune and the key farmers to discuss about the project’s objective, intervention, outcome, and approach. Time: a half of day, Participants: 30;	839.75	80.00	919.75
Activity 4.d. Workshop to prepare the model of inter-community, landscape and customary governance based approach to forest protection and the Community ownership based ER Initiative by Enriching Forest Carbon, benefit sharing model under ACMA. Time: 2 days; 24 local people and government representatives,	2,043.55	200.00	2,243.55
Activity 4.e. Workshop to share the model of inter-community, landscape and customary governance based approach forest	1,829.31	160.00	1,989.31

protection and benefit sharing model ACMA is co-organized between district authority and CERDA and the co-op alliance with the participants from province to communes; 0,5 day, 39 people (3 province management board of ERP, 24 local people of 4 co-ops, 12 district and commune officers)			
5. On the job training for Hoa Binh co-op in Hanoi on financial report and some activity preparation	1,018.73		1,018.73
6. Sub-Project management cost	6,707.58	3,000.00	9,707.58
Total	36,443.57	5,220.00	41,663.57

Kindly see detailed budget attached.

Documents to be attached: (all documents must be translated into English)

- a. CVs of the project coordinator and finance staff
- b. Copy of your organization's certificate of legal registration (only applications with attached certificate of registration will be considered eligible for new applicants);
- c. Organizational chart (if available);
- d. Policies and procedures on operations, finance and procurement (for all applicants); and
- e. Latest audited financial reports including letters to management
- f. Other documents as needed to shed light on the proposed Sub-Project, including maps, photos, etc.