**Annex 2.**

**Project Concept Note**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. Basic Information | | | | |
| Project Title | Insert the title of project (15 words maximum) | | | |
| Thematic area | Indicate which thematic area(s) the proposed project supports. Please refer to the Guidelines on the 2024 Full Size Project Application (2.1: Thematic Areas). | | | |
| Implementing Entity and Focal Point | The implementing Entity Name that is applying for KBF funding.  **Note: The KBF can only fund UN entities. Therefore, Implementing Entity should be a UN entity.** | | Focal Point Name | |
| Contact information | |
| Geographical scope | Classify which region the proposed project will be implemented in. | | | |
| Beneficiary Country and Focal Point | The country name (if applicable) | | | |
| The focal point name and contact information | | | |
| Total Budget (USD) | KBF funding requested : | US$... | Co-funding  Sources (if applicable): | ... |
| Co-funding provided (if applicable): | US$... |
| Total | US$... |
| Delivery timeframe | Please indicate specific months for the expected start and completion of the activities | | | |
| Endorsement letter | Name, title and ministry of relevant official who signed the endorsement letter | | | |
| 2. Introduction | | | | |
| This section should provide a summary of the problem or main challenges which the proposed project is aiming to address. Based on the problem analysis, please describe how the proposed project could support strategic actions to trigger the accelerated and upscaled implementation of the GBF at the international, regional, national, or subnational level.  Limit: 200 words. | | | | |
| 3. Status of biodiversity conservation | | | | |
| Describe the status of biodiversity conservation in beneficiary country (e.g. overview of biodiversity, national plans, frameworks, and action plan; threat, pressure, challenges for biodiversity conservation)  Limit: 500 words. | | | | |
| 4. Project Objective | | | | |
| Describe the transformational changes the proposed project intends to bring about. And please provide an overview of the opportunities for reversing the trend of biodiversity loss and achieving the outcomes set out in the 2050 vision, including the GBF’s four long-term goals by 2050 and the 23 action-oriented targets by 2030, and thereby contributing to the three objectives of the CBD and its Protocols.  Limit: 500 words. | | | | |
| 5. Rationale for KBF Investment and Project Alignment | | | | |
| Describe the current context (Economic, Social and Political) in the sector, countries, and/or region/s in which the project will operate and the impacts this will have on project delivery. Explain how this information has been used to guide the project plan.  Please detail how KBF investments are complementary to or may overlap or compete with previous, ongoing, and planned operations in the beneficiary country(ies) by the Implementing Entities and other funds. Please state relevant ongoing or planned activities of the Implementing Entities in the beneficiary country. If the proposed KBF project will be integrated within or complemented by a larger project or program of the Implementing Entity / Beneficiary Country, please identify the project or program and summarize alignment and leverage.  Position the project in relation to these, explaining how the project will extend any work that has been previously done, implement lessons learned, or develop stronger collaboration between existing projects.  Limit: 500 words. | | | | |
| 6. Project activities | | | | |
| List and describe the main activities that will be carried out to produce those expected outcomes and outputs.  Outcome 1  Output 1.1  Activity 1.1.1 | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **7. Budget** | | | | | | |
| Project Activities | | | Expenditure category | Description of expenditure | Estimated amount | % of Fund |
| Outcome1… | Output 1.1… | Activity 1.1.1… | *Choose an item.* |  |  |  |
| Activity 1.1.2… | *Choose an item.* |  |  |  |
| Output 1.2 | Activity 1.2.1… | *Choose an item.* |  |  |  |
| … | *Choose an item.* |  |  |  |
| Outcome2… | Output 2.1… | Activity 2.1.1… | *Choose an item.* |  |  |  |
| Output 2.2… | … | *Choose an item.* |  |  |  |
| … | … | … | *Choose an item.* |  |  |  |
|  |  |  | *Choose an item.* |  |  |  |
| Project management | | | Staff cost |  |  |  |
| Travel |  |  |  |
| Programme support cost |  |  |  |
| **Total Project management** | | | | | USD$… |  |
| **Project Total** | | | | | USD$… | 100% |