

## Sub-Grant Application Form

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

(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

<b>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)</b>			
Hoa Binh Co-operative on Agro-Forestry & Environment, Vietnam			
<b>1.b Official address of the organization</b>			
Binh Long commune, Vo Nhai district, Thai Nguyen province, Vietnam			
<b>1.c Website of the organization if any</b>			
None			
<b>1.d Person authorized to sign the Sub-Recipient Agreement</b>		<b>1.e Person responsible to implement the sub-project if different from 1.d</b>	
Name	Ha Trung Thong	Name	Ha Trung Thong
Position	Director of 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	
<b>1.f Person responsible for finance (must be different from 1.d and 1.e)</b>			
Name	Nguyen Van Chi	Telephone & Fax	+84 0962 212 878
Position	Accountant	Email & Skype	nguyenchi.blong@gmail.com

#### Section 2: Sub-Project Identification

<b>Sub-Project title</b>	Capacity building for the ethnic communities to be ready to actively participate in REDD+ area as an independent stakeholder through their legal entities
<b>Name 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)</b>	

1) **Thanh Hoa province**, Nhu Xuan district: Cat Van commune.

Thanh Son Lam community Co-operative on Agriculture, Forestry and Environment Service<sup>1</sup> located in Cat Van commune, Nhu Xuan District, Thanh Hoa province. Cat Van commune is mountainous, the ethnic groups include Thai, Tho, Muong, King. The co-operative was set up by 10 community forest owners formed into Self-Governing Groups (SGG<sup>2</sup>). The members consist of 236 households who have forest use rights over 660.3 has of natural protection forest for 50 years. Thanh Hoa province is one of the 6 provinces where Vietnam's Emissions Reduction Program (ERP) will be implemented based on the ERP Document and Cat Van commune is one of the priority communes for REDD+ implementation as defined in Thanh Hoa Province REDD+ Action Plan (PRAP).

2) **Thai Nguyen province**<sup>3</sup>, Vo Nhai district: Phu Thuong, Trang Xa, Phuong Giao, and Dan Tien communes

Five community cooperatives on Agriculture, Forestry and Environment located in the 4 communes have been established by 67 community forest owners/Self-Governing Groups (SGGs) with 1,124 household members. The members are managing 3,108.26 ha<sup>4</sup> of natural production forest and have forest use rights for 50 years. The ethnic minorities include Tay, Nung, Zao, H'Mong, Cao Lan, Kinh, Muong, and San Chi. An alliance<sup>5</sup> of community co-operatives has been set up (including 5 co-operatives<sup>6</sup> of Ba Nhat, Phu Thuong, Trang Xa, Phuong Giao and Dan Tien communes and 2 co-ops<sup>7</sup> (Hoa Binh and Thong Nhat) in Binh Long commune. The alliance, composed of 2460 households, co-ordinates the co-ops composed of 127 forest owners/SGGs to protect 4,276 has of natural forest.

Vo Nhai, a poor and mountainous district, has the largest forest area in the province but is experiencing deforestation and forest degradation. Thai Nguyen province is included in Vietnam's modified submission on reference levels for REDD+ results based payment under UNFCCC and is on the way to develop its Provincial REDD+ Action Plan (PRAP). The forest area under the management of 127 forest owners/SGGs is included in the provincial potential REDD+ map.

**Estimated number of direct beneficiaries**

Male: 476 ; Female: 884

<sup>1</sup> The Thanh Son Lam co-operative of 10 SGG/community forest owners was established through the project "To support indigenous communities to better access to forest tenure" funded by Christensen Fund. This project also supported the local government to allocate 660.3 ha of natural forest to 10 community forest owners / SGGs (236 households)

<sup>2</sup> Self-governing group is the cluster of households who live together traditionally, it is around 20-30 households, it is sub-village. Here, SGG is the forest owner. SGGs unite to establish the co-operative.

<sup>3</sup> In Thai Nguyen province, under the funding of Norad, the provincial government has been supported technically by Centre of Research and Development in Upland Area (CERDA - Vietnamese NGO) to develop Provincial REDD+ Action Plan (PRAP),

<sup>4</sup> 59 SGGs set up and has been allocated 3,499 ha of natural production forest through the project of "Strengthening tenure among upland communities in Vietnam to reduce illegal logging and conversion of natural forest" funded by European Forest Institute - EU REDD+ Facility.

<sup>5</sup> One alliance of community co-operatives of ethnic groups in Vo Nhai has been established through the project of "Strengthening tenure among upland communities in Vietnam to reduce illegal logging and conversion of natural forest" funded by European Forest Institute - EU REDD+ Facility. The alliance includes 6 co-ops

<sup>6</sup> 4 co-operatives in Phu Thuong, Trang Xa, Phuong Giao and Dan Tien communes was established through the project of "Strengthening tenure among upland communities in Vietnam to reduce illegal logging and conversion of natural forest" funded by European Forest Institute (EFI) and EU REDD+ Facility.

<sup>7</sup> 2 co-operatives in Binh Long commune was established through the project of "Pilot models of implementation of Reducing Emission from Deforestation and Forest Degradation (REDD+) at grassroots level in North of Vietnam" funded by Norad.

<b>Estimated number of indirect beneficiaries</b>	Male 5,550; Female 6,000
<b>Sub-Project duration [should not be more than fifteen (15) months]</b>	15 months (timeframe to be fixed during signing of sub-agreement)
<b>Total Sub-Project cost (amount requested plus counterpart in USD)</b>	55,000
<b>Amount requested for the sub-project(in USD)</b>	50,000
<b>Amount provided by your organization (in USD, please specify cash/in kind)</b>	5,000 in kind (motorbikes, projector, training rooms)
<b>Amount provided by other sources (in USD, please specify cash/in kind)</b>	

### Section 3: Applicant Organization Information

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

Hoa Binh Co-operative on Agriculture, Forestry & Environment is located in Binh Long commune, Vo Nhai district was established in 2012 with Registry number 1707D0029. It has 870 members with 82% ethnic minorities from ethnic groups: Kinh, Tay, Nung, Dao, Cao Lan, H'Mong, and Muong. The co-operative was established by 45 Community Forest Owner (formed into Self-Governing Groups or SGGs) with rights to use over 946 has of natural production forest in 50 years.

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

The Hoa Binh cooperative have benefited and participated in implementation of projects which capacitated members to participate in REDD+ as the independent actors and provided venue for transfer of knowledge and experiences to other communities. These projects include:

- Pilot models of implementation of Reducing Emission from Deforestation and Forest Degradation (REDD+) at grassroots level in North of Vietnam funded by Norad
- Strengthening tenure among upland communities in Vietnam to reduce illegal logging and conversion of natural forest funded by European Forest Institute – EU REDD+ Facility
- “Ethnic minorities and local communities contribute to develop Provincial REDD+ Action Plan (PRAP) in Thai Nguyen province ” funded by Christensen Fund

**How is your organization governed (example Board of Directors/Trustees, Council of Elders/Leaders, etc.)?**

<b>How often do they meet?</b>		
<p>The structure of the organization is as follows:</p> <ul style="list-style-type: none"> <li>- Board of Directors: 17 members</li> <li>- Control Board: 3 members</li> <li>- Board of Managers: 3 persons</li> </ul> <p>Quarterly and unscheduled meetings are organized and conducted.</p>		
<b>Describe your organization structure or attach your organizational chart.</b>		
<p>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 (Please, see the attachment).</p>		
<b>List down your organization’s policies and procedures including finance and procurement or attach a copy. Successful applicants must submit these documents.</b>		
<b>FINANCIAL MANAGEMENT POLICIES AND PROCEDURES</b>		
<ol style="list-style-type: none"> <li>1. General purpose</li> <li>2. Financial responsibilities</li> <li>3. Conflict of interest</li> <li>4. Budgeting process</li> <li>5. Financial statements</li> <li>6. Cash fund</li> <li>7. Audit</li> <li>8. Recording receipts</li> <li>9. Receipts to donors</li> <li>10. Expenditures procedures</li> <li>11. Signature policy</li> <li>12. Compensation and payroll</li> <li>13. Local travel and expense reimbursements</li> <li>14. Purchasing</li> <li>15. Leases and other contractual agreements</li> <li>16. Bank reconciliations</li> <li>17. Cash and cash equivalents</li> <li>18. Petty cash</li> <li>19. Insurances</li> <li>20. Equipment installation</li> <li>21. Confidentiality and records security</li> <li>22. Document retention</li> <li>23. Tax and reporting to government agency as rules</li> </ol>		
<b>List your organization’s membership/part of a Network or Alliance. Include those with government, if any.</b>		
<b>Name of Alliance/Network</b>	<b>Contact Person</b>	<b>Contact Details</b>
Alliance of Community Cooperatives of Ethnic Groups (ACCE), including 7 co-operatives in Vo Nhai district, Thai Nguyen province (civil association)	Ha Trung Thông – Chair	Director of Hoa Binh Co-operative on Agriculture, Forestry & Environment <a href="mailto:trungthongblvn@gmail.com">trungthongblvn@gmail.com</a> +84 1695 233 580
	Ly Van Sinh – Vice chair	Director of Ba Nhat Co-operative on Agriculture, Forestry & Environment + 84 1626 885 579

	Vu Thi Hien – Adviser for Hoa Binh co-op in chairing the alliance	Centre of Research and Development in Upland Area (CERDA) <a href="mailto:tranvuhientk@gmail.com">tranvuhientk@gmail.com</a> + 84 097 579 0816 or +84 091
Thai Nguyen province Association of Cooperatives (state association)	Ha Trung Thong	Director of Hoa Binh Co-operative on Agriculture, Forestry & Environment <a href="mailto:trungthongblvn@gmail.com">trungthongblvn@gmail.com</a> +84 1695 233 580
<b>List down your organization’s sources of funds from 2014 to the present</b>		
Name of Donor	Contact Person	Contact Details
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: <a href="mailto:tranvuhientk@gmail.com">tranvuhientk@gmail.com</a> Cell phone: +84 975 790 816
<b>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.</b>		
Name of the External Auditor	Contact Details	
No		
<b>Describe your organization’s previous or ongoing projects/activities on REDD+ at local and national levels including engagement with government/government agencies.</b>		
<ul style="list-style-type: none"> <li>– 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.</li> <li>– 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.</li> <li>– Participated in developing Provincial REDD+ Action Plan which was organized by Thai Nguyen provincial government</li> <li>– 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.</li> <li>– Sharing the lesson learned on “Community-ownership based REDD+ initiative” in the national workshop of “Collective Action to Protect Upland Forests” co-organized by Vietnam REDD+ Office (VRO) and Centre of Research and Development in Upland Area (CERDA).</li> </ul>		

In projects that Hoa Binh co-op has participated in implementation, it has done directly some activities that relates to REDD+ at local and national levels such as:

- Innovation of forest allocation of 1,168 has of natural forest area to 60 communities/SGGs in Binh Long commune. Instead of hiring a company, the Hoa Binh co-op technical team and the FPIC team who are local villagers were selected, trained and undertook all the expensive and difficult works of forest allocation process such as doing the field work (measuring the forest area and timber volume in the field) and conducting all FPIC activities at village level before forest allocation. With the contribution of the FPIC team and technical team of Hoa Binh co-op, the cost of forest allocation was reduced by around 40% of normal government cost. The district officials checked the data and highly appreciated the accuracy of the data that were collected by the technical team of the co-op, the data was recognized as the official data and used for granting the certificate of forest use rights to the communities.
- Piloted directly a number of models as follows:
  - “Community-ownership based REDD+ initiative”;
  - “Inter-community – landscape – customary governance forest protection”;
  - “Community –based forest monitoring and information system – CBMIS”;
  - Advance payment and operation of the revolving fund and the community forest investment fund; and
  - Result-based payment in 480 has of natural forest.
- Played a key role in setting up the Alliance of Community Co-operative of Ethnic Groups (ACCE) and chairs the alliance with CERDA’s advice. The model of “Landscape – inter-community – customary governance forest management” has been applied and extended into the other co-ops and across 5 coummunes through the alliance. The experiences of this model is useful not only for forest management but also for REDD+ implementation. Through this model, it has been creating the added value by mobilizing the active engagement of local people and the collective action through their legal organization (co-operative and alliance of co-operative) for forest management, the investment for the forest protection by the forest owners is very low and the forest is still well protected.
- Participated in developing Provincial REDD+ Action Plan of Thai Nguyen province
- Shared the experiences on low cost forest allocation to communities, REDD+ pilot and community forest management at ground level through a number of workshops
- Hoa Binh leaders participated and shared the vision of ethnic minorities about REDD+ in the workshop of “Indigenous Peoples and REDD+ in Asia” in Hanoi, on 7 May 2014.
- Shared on “Community-ownership based REDD+ initiative” and “Community – based forest monitoring and information system – CBMIS” at the national workshop of “Collective Action to Protect Upland Forests” co-organized by Vietnam REDD+ Office (VRO - MARD) and CERDA through the projects funded by Norad, EU REDD+ Facility and European Forest Institute, on August 2016.
- Shared the model of “Community-ownership based REDD+ initiative” several times: a) with the participants from the indigenous organizations from Nicaragua, Peru, Nepal, Brazil, Cameroon, Kenya, Mexico on April 2014; b) with the participants from the Vietnam UN-REDD Program in 2014; and c) with the participants from the forestry provincial and district agencies through the workshop co-organized by Thai Nguyen People Committee and CERDA in 2014.
- They composed one document presenting 334 pictures of species by doing forest plant and animal inventory using indigenous knowledge and western science. All the pictures of trees, plants, animals, birds, reptiles and insects species were taken by the the technical team using GPS. The species are named in local languages and Vietnamese language. The document includes traditional knowledge on how to use

the forest plants/trees in sustainable way.			
<b>Describe fluency of staff in the language/s of targeted indigenous peoples.</b>			
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.			
<b>Elaborate on how your organizations settle/address complaints.</b>			
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.			
<b>Rate your organization on the following, 10 points being the highest.</b>			
Technical capacity	5	Reports preparation	4
Safeguards implementation (Social safeguard implementation : 8)	6	Monitoring & evaluation	4

**Section 4: Proposed Sub-Project Information**

<p><b>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?</b></p> <p>Thanh Hoa Province is one of the six provinces where the ERP will be implemented and Thai Nguyen Province is included in Vietnam’s modified submission on reference level for REDD+ results based payment. The target indigenous peoples/ethnic minorities do not fully understand climate change, drivers of deforestation and forest degradation, the important roles of natural forest and ecosystems, have very poor knowledge on laws, policies and their rights and most especially about REDD+.</p> <p>The sub-project will improve the knowledge of the leaders and members of the community co-operatives who are all the forest dependent ethnic minorities (82%) and forest owners and are eligible to participate in REDD+. As such, it is very important that they are ready for REDD+ implementation.</p> <p>Knowledge required in REDD+ participation covers a large range of relevant issues, especially safeguards. The three groups of topics for this capacity building will cover the following:</p> <p><u>Group 1:</u> Citizen 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 causes, role of natural forest and ecosystem ? What is REDD+?</p> <p><u>Group 2:</u> REDD+ related issues (Cancun safeguard, result-based payment, benefit sharing, FPIC, grievance mechanism, MRV); Drivers of Forest degradation and Deforestation; Introduction of FCFP program.</p> <p><u>Group 3:</u> National and provincial REDD+ policies; Opportunities and challenges and solutions for ethnic minorities and women to participate in REDD+ area as an independent stakeholder. Introduction of model of “Community-ownership based REDD+ initiative” and ‘Community-based forest monitoring and information system – CBMIS” in Binh Long commune, Thai Nguyen province – lesson learnt;</p> <p>This project can change their way of thinking, moving from being dependent to being active; developing a sense of ownership and being a right 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”, the leaders and members will be able to develop and write proposals on this. By studying carefully,</p>
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especially internal institution and management from the model of “Inter-community, landscape and customary governance forest protection”, the target co-ops are able to protect forest at lower cost and get more income from forest protection.

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, ethnic minorities are the most vulnerable and poorest groups. The project’s beneficiaries live around the natural forest areas and their livelihood is totally dependent on how rich or how poor the natural forest is. Experiences show that they are the people who can protect most successfully the forest with high cost effectiveness. Now, their livelihood is becoming very much uncertain, especially agriculture because water for agriculture depends on rain water and rain fall pattern is changeable, often not suitable for crops. Before, water for agriculture was provided by the natural forest but now, water provided by the natural forest has gone away. Deforestation and forest degradation are the main causes of this situation. For many years, there is illegal logging and natural forests were legally and illegally converted into agriculture and short-term rotation timber plantation making the forests poorer and poorer. The men and women are forced to work in far places leaving their children at home. The children suffer from lack of parenthood.

Those who continue on agriculture are suffering from the negative impact of climate change. The crops are lost more and more as the weather is changing with the irregular rain and sunlight, damaging cold, damaging heat, unfavorable, extraordinary and unwanted raining or hotness; drought, flood, landslide. The ecosystem in the natural forest and paddy field has been almost destroyed. The overuse of the chemicals (chemical fertilizer, chemical pesticide and weed killer) for years has contributed to the situation.

For animal raising, there are more epidemic diseases and new diseases and they have low ability to forecast the market so they easily loss when investing in animal raising. Consequently, they are not able to pay back their bank loans. Very big problem is that the men and women, heads of village, head of women union at village level have extremely poor knowledge on rights, laws and policies. They are very passive in terms of benefiting from the government programs/policies.

In Viet Nam, there is a Law on co-operative which is good way to empower the ethnic minorities and local communities but not many community co-ops are set up because not many are aware of the law. Hoa Binh is the first one in Vo Nhai dictrict. The government also proposed the establishment of a Vietnam REDD+ Fund which shows that in principle the forest owners can submit proposals to directly access the fund. The point is the community needs to have the legal status and the village is not recognized as a legal entity, so there is a need to set up new cooperatives and strengthen existing ones. Strengthening cooperatives is necessary because they will compete with other forest owners like state and private forest entities for the Vietnam REDD+ Fund.

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

- To strengthen the knowledge of the targeted ethnic minorities and forest-dependent communities on REDD+ Readiness, thereby allowing them to increase their active participation in REDD+ processes at the national and local levels



- To strengthen knowledge exchange at the local and national levels and promote policy advocacy at provincial 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:

- In Vietnam context, the ethnic minorities and the forest dependent peoples are the most vulnerable to climate change. In general, they are still passive as the top-down approach which has been applied by the government for years, poor access to policy information, and do not have the legal entities. This project will make the target co-ops and the alliance have the active thinking by providing the comprehensive knowledge, especially the right, legal capacity, organizational and institution strengthening and REDD+ issues. As a result, they can lead the individual households work together through their stronger legal entities with sense of ownership as the target national New Rural Development Program wanted and actively participate in REDD+ area.
- They live in the mountainous areas; suffer with the adverse impact of the climate change, lack of information, of new knowledge to adapt the climate change. It is very important that the target people understand about the climate changes, drivers of forest degradation and forest degradation (it can refer from Vietnam ERPD), role of natural forest, role of forest ecosystem, REDD+ issues, especially international and national REDD+ issues and safeguards in particular, they will be aware of the importance of recognition of the social safeguards (traditional knowledge and full and effective participation of ethnic minorities and accountable governance, forest owners' rights ...) and more confident to speak out their concerns and voices, they will be more knowledgeable and confident to work with the government officers, especially in monitoring of the forest protection and REDD+ activities.
- They will be aware of the role of natural forest and ecosystem and nature-based agriculture and land use planning to ensure the balance between Natural forest – Mono culture timber plantation with short-term rotation – Water sources – Agriculture production. And then, they will protect the ecosystem and protect the natural forest and apply the long-term rotation forest plantation and use the native species trees which are accepted by REDD+, so they can get the sustainable income from timber, NTFP business and Carbon as well.
- In Vietnam, the proposal on the establishment of Vietnam REDD+ Fund issued by Ministry of Agriculture and Rural Development defines the channel for the forest owners who can be the state forest entity, forest private companies, community and household directly access to Vietnam REDD+ Fund by submitting the proposal. So, to help ethnic minorities have the legal status and enough capacity to design and manage their own REDD+ initiative project work as the legal independent entity is very important which is the way to empower the ethnic minorities and give them opportunity to more contribute to climate change mitigation, sustainable development and improve the income from forest. They can show the inter-community-landscape - customary governance based forest protection is the most cost effective way;
- In Vietnam, the indigenous knowledge and practices was ignored for the half of century, by this project, they will acknowledge the indigenous practices important for the sustainable management of natural resources and also make the policy makers acknowledge this.
- The legal community co-operative and the alliance get stronger not only on REDD+ but also participatory governance, livelihood improvement and policy advocacy

To strengthen the legal community entity and help them to have their own initiatives is a unique way to upgrade the position of ethnic minorities in society and as a result, the ethnic minorities are able to access actively the policies, work with local authorities and any partner organization independently. In the long-term

strategy, the co-op with the legal status, they can participate in the national or international market and create more added values for the local products, including REDD+ and ER program. Moreover, in Vietnam now, there is the target national program on New Rural Development, in which the 13rd criteria is the establishment of community co-operatives on Agriculture, Forestry or Environment, and is the most difficult one among 19 criteria. This is a big political will of the state, so the local government very much supports to set up the co-operative and the alliance.

**4.5 Kindly enumerate and describe the activities to be implemented by the Sub-Project for a period of not more than fifteen (15) months. (group the activities which contribute to a single result)**

Activities	Expected Outputs
Already informed the Vietnam REDD+ focal point (Vietnam REDD+ office – VRO), Vietnam Administration Forestry and FCPF focal point in Vietnam about the plan to develop the project	The national REDD focal people, Deputy director and national FCPF persons knew the objectives, beneficiary, place, donor of the project and all supported the project development.
To share the brief of the project through Vietnam REDD network, Vietnam FCPF office, Vietnam Administration Forestry, Vietnam REDD+ office, Provincial FCPF focal point and Provincial department of Forestry by officially sending the project proposal document	The REDD+ actors, FCPF office at national and provincial level know about the project: project area, intervention, objectives and approaches.
<b>Thanh Hoa province</b>	
<b>1. Activities Under Sub-Component 1:</b> Strengthen the knowledge of targeted forest-dependent ethnic minorities and local communities on REDD+ Readiness,	<b>Expected Outputs</b> Increased ethnic minorities’ participation in REDD+ processes at the local and national levels
Submit and get the approval of the project from the government	The government agency approves the project.
<b>Activity 1.a.:</b> Prepare the content and the document, organize the meetings with the local government at district and commune level and relevant department (Agriculture, Forestry) to introduce the project Participants: 28 people; Timing: A half of day workshop	01 brief document of the project is delivered to the participants Participants understand the project’s objectives, approaches, interventions and activities The project management boards is set-up. The co-op is ready for the project implementation
<b>Activity 1.b:</b> Preparing the training manuals and organize 03 training courses on the 3 groups of topics (see above) for the leaders of Thanh Son Lam co-op, leaders of Community Forest Owners/SGGs <ul style="list-style-type: none"> <li>▪ 28 local participants for each training course</li> <li>▪ 2 days per each training course</li> </ul>	Documents of 3 groups of topics is produced and delivered to the participants 03 training courses are organized; knowledge of the leaders of co-ops and SGGs on the 3 groups of topics improved; short-term and long-term action plan for participating in REDD+ , internal institutional and capacity strengthened (technical, governance, finance)

<p><b>Activity 1.c.</b> Preparing the documents on the 3 groups of topics and organize 03 training courses to train the FPIC/consultation team to ensure they are able to consult the SGG members about the 3 groups of topics at SGG level.</p> <ul style="list-style-type: none"> <li>▪ Total training course: 3</li> <li>▪ 6 participants per training course 3 days per each training course.</li> </ul>	<p>Documents of 3 groups of topics prepared. 03 training courses are organized;</p>
<p><b>Activity 1.d.</b> Organize 18 forums at 10 SGGs of Thanh Son Lam co-op to deliver the 3 groups of topics conducted by the trained FPIC team of Thanh Son Lam co-op and Hoa Binh coop staffs</p>	<p>18 forums on the 3 topics delivered to 10 SGGs; SGG members gain knowledge on the topics, they are ready to participate in the community ownership based REDD+ initiative later.</p>
<p><b>Activity 1.e.</b> Prepare the training manual and organize 01 training course on developing and writing the proposal of “Community-ownership based initiative” for the leaders of 6 co-operatives</p> <ul style="list-style-type: none"> <li>▪ Participant: 28 Timing: 3 days</li> </ul>	<p>5 draft proposals are developed by the co-ops and one proposal is completed for the Thanh Son Lam co-operative</p>
<p><b>Output 2:</b> Strengthen knowledge exchange at the national level.</p>	
<p><b>Activity 2.a:</b> Preparing the content and organize 01 workshop to summarize the results of the project, withdraw lesson learned and make recommendations for policy advocacy with the participants of co-op leaders, leaders of SGGs</p> <p>Participant : 28 Timing: 2 days</p>	<p>The participants draft recommendations on REDD+ issues is prepared and ready to send it to Vietnam FCPF office (Vietnam REDD focal point), Vietnam Administration Forestry, Vietnam REDD+ office, Provincial FCPF focal point</p>
<p><b>For Thai Nguyen province</b></p>	
<p>To submit and get the approval of the project from the government</p>	<p>The government agency approves the project.</p>
<p><b>Activities Under Sub-Component 1:</b>Strengthen the knowledge of targeted forest-dependent ethnic minorities and local communities on REDD+ Readiness,</p>	
<p><b>Activity 1.a.:</b> Organize one workshop to introduce the project at district level with the participation of district and commune officials and 5 co-op people.</p> <p>Participants: 32 people Timing: A half of day workshop</p>	<p>01 brief document of the project is delivered to the participants Participants understand the project’s objectives, approaches, interventions and activities The project management boards is set-up. The co-op is ready for the project implementation</p>

<p><b>Activity 1.b:</b> Preparing the training manuals and organize 09 training courses on the 3 groups of topics (see above) for the leaders of 4 coops and alliance, leaders of 67 Community Forest Owners/SGGs</p> <ul style="list-style-type: none"> <li>▪ 97 local participants</li> <li>▪ 32 participants for each training course</li> <li>▪ 2 days per each training course</li> </ul>	<p>Documents of 3 groups of topics is produced and delivered to the participants 09 training courses are organized; knowledge of the leaders of co-ops and SGGs on the 3 groups of topics improved; short-term and long-term action plan for participating in REDD+ , internal institutional and capacity strengthened (technical, governance, finance)</p>
<p><b>Activity 1.c.</b> Prepare the training manual and organize 01 training course on communication skills and preparation and running of the meeting.</p> <ul style="list-style-type: none"> <li>▪ Participant: 32</li> <li>▪ Timing: 2 days per training course</li> </ul>	<p>The hand out document on on communication skills, preparation and running of the meeting produced. The participants aware their weakness and the participants’s knowleage and pratices on communication skills, preparation and running of the meeting is improved.</p>
<p><b>Activity 1.d.</b> Preparing the documents on the 3 groups of topics and organize 03 training courses to train the FPIC/consultation teams of 5 cooperatives to ensure they are able to consult the SGG members about the 3 groups of topics at SGG level.</p> <ul style="list-style-type: none"> <li>▪ Number of training course : 3</li> <li>▪ 12 participants per training course</li> <li>▪ 3 days per each training course.</li> </ul>	<p>Documents of 3 groups of topics prepared. 03 training courses are organized;</p>
<p><b>Activity 1.e.</b> Organize 111 forums at 67 SGGs of 5 co-op to deliver the 3 groups of topics conducted by the trained FPIC team of 5 co-op and Hoa Binh coop staffs</p>	<p>111 forums on the 3 topics delivered to 67 SGGs; SGG members gain knowledge on the topics, they are ready to participate in the community ownership based REDD+ initiative later.</p>
<p><b>Activity 1.h.</b>Prepare the training manual and organize 01 training course on developing and writing the proposal of “Community-ownership based initiative” for the leaders of 6 co-operatives</p> <ul style="list-style-type: none"> <li>▪ Participant: 32</li> <li>▪ Timing: 3 days per training course</li> </ul>	<p>5 draft proposals are developed by the co-ops and one proposal is completed for the alliance in Thai Nguyen</p>
<p><b>Output 2:</b> Strengthen knowledge exchange at the national level</p>	
<p><b>Activity 2.a:</b> Preparing the content and organize 01 workshop to summarize the results of the project, withdraw lesson learned and make recommendations for policy advocacy with the participants of co-op leaders, leaders of SGGs Participant : 32 Timing: 2 days</p>	<p>The participants draft recommendations on REDD+ issues is prepared and ready to send it to Vietnam FCPF office (Vietnam REDD focal point), Vietnam Administration Forestry, Vietnam REDD+ office, Provincial FCPF focal point</p>
<p><b>Thanh Hoa and Thai Nguyen province</b></p>	

<p><b>Activity 1:</b> Organize 01 dialogue between the representatives of ethnic minority, men and women with the participation of the officials from MARD, Vietnam Administration Forestry; Vietnam REDD+ office, FCPF focal point at national level, provincial officials from Thai Nguyen and Thanh Hoa provinces.</p> <p>Venue: Hanoi Timing: one day Participants;</p> <ul style="list-style-type: none"> <li>- 15 local ethnic minority representative, men and women from Thanh Hoa and Thai Nguyen province</li> <li>- 2 Thanh Hoa officials and 2 Thai Nguyen officials</li> <li>- 3 or 4 national officials</li> <li>- Hoa Binh co-op and CERDA staffs</li> </ul>	<p>Representatives of ethnic minorities and forest depend communities present their opinions on REDD+ and recommendations and discussion accordingly.</p>
<p><b>Activity 2.</b> Send document of the project results, lessons learned and recommendations to Vietnam REDD+ network, Vietnam Administrative Forestry (MARD), Vietnam REDD+ office, and FCPF focal point in Thanh Hoa province and Forest department in Thai Nguyen province for sharing.</p>	<p>The document of project results, lessons learned and recommendation is sent to the government agencies and decision makers</p>
<p><b>4.6 Describe any important external factors that may affect Sub-Project implementation and how will you mitigate these potential risks.</b></p>	
<p>Potential risks: Rate of young people participate in the project activities would not be high as they are going to city to earn for living. The quality of the village meeting is not high. The The meetings cannot be organized at village level due to big raining time, during three months' time per year that the local people spend time for transplanting, harvesting, and Lunar New Year festival. The women keep silent at village level meetings. The persons who participate in the FPIC consultation is changed.</p> <p>The solutions: through the project life only 5 platforms will be organized at 10 SGGs in Thanh Son Lam co-op, Thanh Hoa province.</p> <p>The FPIC consultation will be conducted at SGG level, not village that ensures the quality of the consultation is high and mobilize the discussion and the women will raise their voices. The list of the participants at SGGs is made for monitoring.</p>	
<p><b>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.</b></p>	
<p>In projects that Hoa Binh co-op has participated in implementation, it has done directly some activities that relates to REDD+ at local and national levels such as:</p> <ul style="list-style-type: none"> <li>• Innovation of forest allocation of 1,168 has of natural forest area to 60 communities/SGGs in Binh Long commune. Instead of hiring a company, the Hoa Binh co-op technical team and the FPIC team who are local villagers were selected, trained and undertook all the expensive and difficult works of forest allocation process such as doing the field work (measuring the forest area and timber volume in the field) and conducting all FPIC activities at village level before forest allocation. With the contribution of the FPIC team and technical team of Hoa Binh co-op, the cost of forest allocation was reduced compared to normal</li> </ul>	

government cost. The district officials checked the data and highly appreciated the accuracy of the data that were collected by the technical team of the co-op, the data was recognized as the official data and used for granting the certificate of forest use rights to the communities.

- Piloted directly a number of models as follows:
  - “Community-ownership based REDD+ initiative”;
  - “Inter-community – landscape – customary governance forest protection”;
  - “Community –based forest monitoring and information system – CBMIS”;
  - Advance payment and operation of the revolving fund and the community forest investment fund; and
  - Result-based payment in 480 has of natural forest.
- Played a key role in setting up the Alliance of Community Co-operative of Ethnic Groups (ACCE) and chairs the alliance with CERDA’s advice. The model of “Landscape – inter-community – customary governance forest management” has been applied and extended into the other co-ops and across 5 communes through the alliance. The experiences of this model is useful not only for forest management but also for REDD+ implementation. Through this model, it has been creating the added value by mobilizing the active engagement of local people and the collective action through their legal organization (co-operative and alliance of co-operative) for forest management, the investment for the forest protection by the forest owners is very low and the forest is still well protected.
- Participated in developing Provincial REDD+ Action Plan of Thai Nguyen province
- Shared the experiences on low cost forest allocation to communities, REDD+ pilot and community forest management at ground level through a number of workshops
- Hoa Binh leaders participated and shared the vision of ethnic minorities about REDD+ in the workshop of “Indigenous Peoples and REDD+ in Asia” in Hanoi, on 7 May 2014.
- Shared on “Community-ownership based REDD+ initiative” and “Community – based forest monitoring and information system – CBMIS” at the national workshop of “Collective Action to Protect Upland Forests” co-organized by Vietnam REDD+ Office (VRO - MARD) and CERDA through the projects funded by Norad, EU REDD+ Facility and European Forest Institute, on August 2016.
- Shared the model of “Community-ownership based REDD+ initiative” several times: a) with the participants from the indigenous organizations from Nicaragua, Peru, Nepal, Brazil, Cameroon, Kenya, Mexico on April 2014; b) with the participants from the Vietnam UN-REDD Program in 2014; and c) with the participants from the forestry provincial and district agencies through the workshop co-organized by Thai Nguyen People Committee and CERDA in 2014.
- They composed one document presenting 334 pictures of species by doing forest plant and animal inventory using indigenous knowledge and western science. All the pictures of trees, plants, animals, birds, reptiles and insect species were taken by the the technical team using GPS. The species are named in local languages and Vietnamese language. The document includes traditional knowledge on how to use the forest plants/trees in sustainable way.

To implement this project, 3 key leaders of Hoa Binh co-op will be in charged to implement the project with the advices from CERDA. The leaders include Chair of Board of directors; Director and Vice director of the co-op. The director will be in charged of the project management, planning, monitoring and reporting. The Hoa Binh co-op staffs are in charged of training the FPIC team of Thanh Son Lam coop and take the main role in conducting the FPIC activities at SGGs level together with the FPIC team of Thanh Son Lam coop. They will also work as the sub/assistant trainers in all training courses and workshops.

To engage the target beneficiaries in the project implementation, the participatory planning and monitoring

will set up. All stakeholders are provided the set of indicator for monitoring every two months and for planning and reporting. The periodic meetings will be organized for activity reviewing and planning. All questions during the FPIC process will be collected and responded by the consultants, Hoa Binh expert team and FPIC team of the target co-op. The evaluation of each training, workshop and FPIC consultation meeting at SGG level will be done and processed. All the co-op and alliance's leaders and heads of SGGs/Community forest owners will be trained in facilitation skill, preparation and running of the meeting.

**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?**

The officials from Ministry of Agriculture and Rural Development, Vietnam Administration of Forestry, Vietnam REDD+ office (National REDD+ focal point), national and provincial FCPF program focal points were informed about this project proposal including its objective, the project area, donor and project holder. They totally supported and are willing to co-operate during the project implementation.

This 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:

- 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 send the brief document of the approved project to Vietnam Office of Vietnam Administration, Thanh Hoa and Thai Nguyen provincial authority, Vo Nhai and Nhu Xuan district authority, a focal point of FCPF program in Ha Noi and Thanh Hoa province informing the objective, project area, beneficiaries, and main intervention, donor, project holder, duration and budget;
- 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), Forest department in Thai Nguyen province and Vietnam REDD+ network and Nhu Xuan and Vo Nhai district People Committee.

**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"> <li>– Provincial People Committee</li> <li>– District People Committee</li> <li>– Commune People Committee – Local government</li> <li>– Vietnam Administrative Forestry (MARD), Vietnam REDD+ office, National and provincial FCPF focal points; Government office;</li> <li>– Centre of Research and Development in Upland Area (CERDA) – Vietnamese NGO who has worked with the Hoa Binh co-operative and Alliance of co-operative in the post of adviser.</li> </ul>	<ul style="list-style-type: none"> <li>– Provincial People Committee approves and monitor the project;</li> <li>– 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.</li> <li>– Vietnam REDD+ office, Vietnam Administrative Forestry (MARD), National and provincial FCPF focal point and officials of Government office will participate in the dialogue that will be organized by the project and the representatives of local communities have a chance to share their point of view and convey the recommendation on the related REDD+ issues with them;</li> <li>– CERDA provides the technical support for the director of Hoa</li> </ul>

	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 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 ditrict).
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**4.10. How will the Sub-Project gains be sustained after Sub-Project implementation?**

The target beneficiaries/co-op members are all forest owners, having forest use rights for 50 years are eligible to participate in REDD+ as defined in the policies. The knowledge they gain on climate change, REDD+, safeguards, rights, laws and policies through the project will make them more active to protect natural forest and ecosystem for their own benefits. They can also access the Vietnam REDD+ Fund and also participate in the ERP implementation

The connection between the co-ops in two provinces is good for the information sharing. The knowledge gained from the project make their organization stronger and better to share their experiences with other communities, better monitoring of forestry related laws and policies. The leaders of SGGs, the co-ops and the alliance are trained in this project become the task force who will help to increase the capacity of the communities for the long run, work as the adviser for the communities in the relevant aspect and lead the communities to participate in REDD+ area later.

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

There should be a rule to select the member of Self-Governing Group to attend the training courses, it should be balanced between men and women on voluntary basis. Regarding women participation, the experience is that at least 70% of SGG women members join in the platform at SGG level (SGGs is cluster of households who live traditionally for years) meetings and are more confident to speak out than during village meetings. As presented above, the meetings at SGG level is genders responsive. There will be a guideline to encourage the married young couples to join in the project.

**Section 5: Detailed Work Plan**

Activities (Grouped per Sub-Component and Outputs as indicated in 4.5 Section 4 above)	Months (mark the month/s when the activity will be implemented)														
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
To share the brief of the project through Vietnam REDD network, Vietnam FCPF office, Vietnam Administration Forestry, Vietnam REDD+ office, Provincial FCPF focal point and Provincial department of Forestry by officially sending the project proposal document															
<b>For Thanh Hoa province</b>															
To submit and get the approval of the project from the government															



<p><b>Activities Under Sub-Component 1:</b>Strengthen the knowledge of targeted forest-dependent ethnic minorities and local communities on REDD+ Readiness,</p>															
<p><b>Activity 1.a.:</b> Prepare the content and the document, organize the meetings with the local government at district and commune level and relevant department (Agriculture, Forestry) to introduce the project Participants: 28 people; Timing: A half of day workshop</p>															
<p><b>Activity 1.b:</b> Preparing the training manuals and organize 03 training courses on the 3 groups of topics (see above) for the leaders of Thanh Son Lam co-op, leaders of Community Forest Owners/SGGs  <ul style="list-style-type: none"> <li>▪ 28 local participants for each training course</li> </ul> 2 days per each training course</p>															
<p><b>Activity 1.c.</b> Preparing the documents on the 3 groups of topics and organize 03 training courses to train the FPIC/consultation team to ensure they are able to consult the SGG members about the 3 groups of topics at SGG level.  <ul style="list-style-type: none"> <li>▪ Total training course : 3</li> <li>▪ 6 participants per training course</li> <li>▪ 3 days per each training course.</li> </ul> </p>															
<p><b>Activity 1.d.</b> Organize 18 forums at 10 SGGs of Thanh Son Lam co-op to deliver the 3 groups of topics conducted by the trained FPIC team of Thanh Son Lam co-op and Hoa Binh coop staffs</p>															
<p><b>Activity 1.e.</b> Prepare the training manual and organize 01 training course on developing and writing the proposal of “Community-ownership based initiative” for the leaders of 6 co-operatives  <ul style="list-style-type: none"> <li>▪ Participant: 28</li> </ul> </p>															

<ul style="list-style-type: none"> <li>▪ Timing: 3 days</li> </ul>																			
<ul style="list-style-type: none"> <li>▪ <b>Output 2:</b> Strengthen knowledge exchange at the national level.</li> </ul>																			
<p><b>Activity 2.a:</b> Preparing the content and organize 01 workshop to summarize the results of the project, withdraw lesson learned and make recommendations for policy advocacy with the participants of co-op leaders, leaders of SGGs (28 participants)</p>																			
<b>For Thai Nguyen province</b>																			
To submit and get the approval of the project from the government																			
<p><b>Activities Under Sub-Component 1:</b>Strengthen the knowledge of targeted forest-dependent ethnic minorities and local communities on REDD+ Readiness,</p>																			
<p><b>Activity 1.a.:</b> Organize one workshop to introduce the project at district level with the participation of district and commune officials and 5 co-op people. Participants: 32 people Timing: A half of day workshop</p>																			
<p><b>Activity 1.b:</b> Preparing the training manuals and organize 09 training courses on the 3 groups of topics (see above) for the leaders of 4 coops and alliance, leaders of 67 Community Forest Owners/SGGs</p> <ul style="list-style-type: none"> <li>▪ 97 local participants</li> <li>▪ 32 participants for each training course</li> <li>▪ 2 days per each training course</li> </ul>																			
<p><b>Activity 1.c.</b> Prepare the training manual and organize 01 training course on communication skills and preparation and running of the meeting.</p> <ul style="list-style-type: none"> <li>▪ Participant: 32</li> </ul> <p>Timing: 2 days per training course</p>																			
<p><b>Activity 1.d.</b> Preparing the documents on the 3 groups of topics and organize 03 training courses to train the FPIC/consultation teams of 5</p>																			

<p>cooperatives to ensure they are able to consult the SGG members about the 3 groups of topics at SGG level.</p> <ul style="list-style-type: none"> <li>▪ Number of training course : 3</li> <li>▪ 12 participants per training course</li> </ul> <p>3 days per each training course.</p>															
<p><b>Activity 1.e.</b> Organize <b>111</b> forums at 67 SGGs of 5 co-op to deliver the 3 groups of topics conducted by the trained FPIC team of 5 co-op and Hoa Binh coop staffs</p>															
<p><b>Activity 1.h.</b> Prepare the training manual and organize 01 training course on developing and writing the proposal of “Community-ownership based initiative” for the leaders of 6 co-operatives</p> <ul style="list-style-type: none"> <li>▪ Participant: 32</li> </ul> <p>Timing: 3 days per training course</p>															
<p><b>Output 2:</b> Strengthen knowledge exchange at the national level</p>															
<p><b>Activity 2.a:</b> Preparing the content and organize 01 workshop to summarize the results of the project, withdraw lesson learned and make recommendations for policy advocacy with the participants of co-op leaders, leaders of SGGs</p> <p>Participant : 32</p> <p>Timing: 2 days</p>															
<p><b>Thanh Hoa and Thai Nguyen</b></p>															
<p><b>Activity 1:</b> Organize 01 dialogue between the representatives of ethnic minority, men and women with the participation of the officials from MARD, Vietnam Administration Forestry; Vietnam REDD+ office, FCPF focal point at national level, provincial officials from Thai Nguyen and Thanh Hoa provinces.</p> <p>Venue: Hanoi</p> <p>Timing: one day</p> <p>Participants;</p> <ul style="list-style-type: none"> <li>- 15 local ethnic minority representative, men and women</li> </ul>															

<p><i>from Thanh Hoa and Thai Nguyen province</i></p> <ul style="list-style-type: none"> <li>- 2 Thanh Hoa officials</li> <li>- 2 Thai Nguyen officials</li> <li>- 3 or 4 national officials</li> </ul> <p><i>Hoa Binh co-op and CERDA staffs</i></p>															
<b>Activity 2.c.</b> Send document of the project results, lessons learned and recommendations to Vietnam REDD+ network, Vietnam Administrative Forestry (MARD), Vietnam REDD+ office, and FCPF focal point in Thanh Hoa province and Forest department in Thai Nguyen province for sharing.															
Monitoring of the project activity implementation, finance management, including reporting and the finance audit															

**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\$50,000; 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 reserve 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	Year 1	Year 2
	(A)	(B)	(C) = (A + B)	(D)	(E) = (C-D)
<b>Thanh Hoa province</b>	<b>14,991.72</b>	<b>2,800.00</b>	<b>17,791.72</b>	<b>16,196.15</b>	<b>1,595.57</b>
To submit and get the approval of the project from the government	<b>90.91</b>		<b>90.91</b>	<b>90.91</b>	
<b>Activities Under Sub-Component 1:</b> Strengthen the knowledge of targeted forest-dependent ethnic minorities and local communities on REDD+ Readiness.					
<b>Activity 1.a.:</b> Prepare the content and the document, organize the meetings with the local government at district and commune level and relevant department (Agriculture, Forestry) to introduce the project Participants: 28 people;	<b>691.25</b>		<b>691.25</b>	<b>691.25</b>	

Timing: A half of day workshop					
<i>Meals &amp; Petrol for the local participant</i>	77.27				
<i>Stationary, printing and hand-out document</i>	36.36				
<i>Cost for the local organisers (Electric, communication)</i>	6.82				
<i>Tea break</i>	9.09				
<i>Hoa Binh coop staff and facilitators</i>	215.91				
<i>Travelling cost, accommodation, per-dium of facilitator and Hoa Binh coop staff</i>	345.80				
<b>Activity 1.b:</b> Preparing the training manuals and organize 03 training courses on the 3 groups of topics (see above) for the leaders of Thanh Son Lam co-op, leaders of Community Forest Owners/SGGs <ul style="list-style-type: none"> <li>▪ 28 local participants for each training course</li> <li>▪ 2 days per each training course</li> </ul>	<b>4,036.71</b>	<b>700.00</b>	<b>4,736.71</b>	<b>4,736.71</b>	
<i>Meals &amp; Petrol for the local participant</i>	763.65				
<i>Stationary, printing and hand-out document</i>	136.35				
<i>Cost for the local organisers (Electric, communication)</i>	27.27				
<i>Tea break</i>	27.27				
<i>Hoa Binh coop staff and facilitators</i>	1,404.54				
<i>Travelling cost, accommodation, perdiuum of facilitator and Hoa Binh coop staff</i>	1,677.63				
<b>Activity 1.c.</b> Preparing the documents on the 3 groups of topics and organize 03 training courses to train the FPIC/consultation team to ensure they are able to consult the SGG members about the 3 groups of topics at SGG level. <ul style="list-style-type: none"> <li>▪ Total training course : 3</li> <li>▪ 6 participants per training course</li> <li>▪ 3 days per each training course.</li> </ul>	<b>5,202.84</b>	<b>800.00</b>	<b>6,002.84</b>	<b>6,002.84</b>	
<i>Meals &amp; petrol for the local participant</i>	245.45				
<i>Stationary, printing and hand-out document and flipchart paper (Ao size)</i>	136.36				
<i>Cost for the local organisers (Electric, communication)</i>	40.91				
<i>Tea break</i>	24.55				
<i>Hoa Binh coop staff and facilitators</i>	2,338.18				

<i>Travelling cost, accommodation, peridium of facilitator and Hoa Binh coop staff</i>	2,417.39				
<b>Activity 1.d.</b> Organize <b>18</b> forums at 10 SGGs of Thanh Son Lam co-op to deliver the 3 groups of topics conducted by the trained FPIC team of Thanh Son Lam co-op and Hoa Binh coop staffs	<b>1,720.91</b>	<b>800.00</b>	<b>2,520.91</b>	<b>2,520.91</b>	
<i>Meal, petrol for the FPIC team members of Thanh Son Lam FPIC team and fee for Hoa Binh coop staffs</i>	261.82				
<i>Travelling cost, accommodation, peridium for Hoa Binh cooperative staffs</i>	750.00				
<i>Cost for the local organisers (Electric, communication...)</i>	163.64				
<i>Stationary, and hand-out document and flipchart paper (Ao size)</i>	545.45				
<b>Activity 1.e.</b> Prepare the training manual and organize 01 training course on developing and writing the proposal of “Community-ownership based initiative” for the leaders of 6 co-operatives <ul style="list-style-type: none"> <li>▪ Participant: 28</li> <li>▪ Timing: 3 days</li> </ul>	<b>1,903.53</b>	<b>250.00</b>	<b>2,153.53</b>	<b>2,153.53</b>	
<i>Meals &amp; petrol for the local participant</i>	381.82				
<i>Stationary, printing and hand-out document</i>	68.18				
<i>Cost for the local organisers (Electric, communication)</i>	11.36				
<i>Tea break</i>	13.64				
<i>Hoa Binh coop staff and facilitators</i>	740.91				
<i>Travelling cost, accommodation, peridium of facilitators and Hoa Binh coop staff</i>	687.62				
▪ <b>Output 2:</b> Strengthen knowledge exchange at the national level.					
<b>Activity 2.a:</b> Preparing the content and organize 01 workshop to summarize the results of the project, withdraw lesson learned and make recommendations for policy advocacy with the participants of co-op leaders, leaders of SGGs Participant : 28 Timing: 2 days	<b>1,345.57</b>	<b>250.00</b>	<b>1,595.57</b>	<b>1,595.57</b>	
<i>Meals &amp; petrol for the participant</i>	254.55				
<i>Stationary, printing and hand-out</i>	45.45				
<i>Cost for the local organisers (meeting</i>	9.09				

<i>room, electric, communication...)</i>					
<i>Tea break</i>	9.09				
<i>Hoa Binh coop staff and facilitators</i>	468.18				
<i>Travelling cost, accommodation, peridium of facilitator and Hoa Binh coop staff</i>	559.21				
<b>For Thai Nguyen province</b>	<b>26,143.07</b>	<b>2,200.00</b>	<b>28,227.03</b>	<b>26,464.64</b>	<b>1,762.39</b>
To submit and get the approval of the project from the government	<b>90.91</b>		<b>90.91</b>	<b>90.91</b>	
<b>Activities Under Sub-Component 1:</b> Strengthen the knowledge of targeted forest-dependent ethnic minorities and local communities on REDD+ Readiness,					
<b>Activity 1.a.:</b> Organize one workshop to introduce the project at district level with the participation of district and commune officials and 5 co-op people. Participants: 32 people Timing: A half of day workshop	<b>657.85</b>		<b>657.85</b>	<b>657.85</b>	
<i>Meals &amp; Petrol for the local participant</i>	163.64				
<i>Stationary, printing and hand-out document</i>	36.36				
<i>Cost for the local organisers (Electric, communication)</i>	6.82				
<i>Tea break</i>	9.09				
<i>Hoa Binh coop staff and facilitators</i>	220.46				
<i>Travelling cost, accommodation, peridium of facilitator and Hoa Binh coop staff</i>	211.48				
<b>Activity 1.b:</b> Preparing the training manuals and organize 09 training courses on the 3 groups of topics (see above) for the leaders of 4 coops and alliance, leaders of 67 Community Forest Owners/SGGs <ul style="list-style-type: none"> <li>▪ 97 local participants</li> <li>▪ 32 participants for each training course</li> <li>▪ 2 days per each training course</li> </ul>	<b>12,029.64</b>	<b>700.00</b>	<b>12,729.64</b>	<b>12,729.64</b>	
<i>Meals &amp; Petrol for the local participant</i>	3,927.27				
<i>Stationary, printing and hand-out document</i>	409.08				
<i>Cost for the local organisers (Electric, communication)</i>	81.81				
<i>Tea break</i>	81.81				
<i>Hoa Binh coop staff and facilitators</i>	3,981.84				
<i>Travelling cost, accommodation, peridium</i>	3,547.83				

<i>of facilitator and Hoa Binh coop staff</i>					
<b>Activity 1.c.</b> Prepare the training manual and organize 01 training course on communication skills and preparation and running of the meeting. <ul style="list-style-type: none"> <li>▪ Participant: 32</li> </ul> Timing: 2 days per training course	<b>1,549.55</b>	<b>250.00</b>	<b>1,799.55</b>	<b>1,799.55</b>	
<i>Meals &amp; Petrol for the local participant</i>	477.27				
<i>Stationary, printing and hand-out document</i>	45.45				
<i>Cost for the local organisers (Electric, communication)</i>	9.09				
<i>Tea break</i>	9.09				
<i>Hoa Binh coop staff and facilitators</i>	618.19				
<i>Travelling cost, accommodation, peridium of facilitator and Hoa Binh coop staff</i>	390.46				
<b>Activity 1.d.</b> Preparing the documents on the 3 groups of topics and organize 03 training courses to train the FPIC/consultation teams of 5 cooperatives to ensure they are able to consult the SGG members about the 3 groups of topics at SGG level. <ul style="list-style-type: none"> <li>▪ Number of training course : 3</li> <li>▪ 12 participants per training course</li> <li>▪ 3 days per each training course.</li> </ul>	<b>4,758.30</b>	<b>750.00</b>	<b>5,508.30</b>	<b>5,508.30</b>	
<i>Meals &amp; Petrol for the local participant</i>	736.36				
<i>Stationary, printing and hand-out document</i>	163.64				
<i>Cost for the local organisers (Electric, communication)</i>	40.91				
<i>Tea break</i>	28.64				
<i>Hoa Binh coop staff and facilitators</i>	2,242.73				
<i>Travelling cost, accommodation, peridium of facilitator and Hoa Binh coop staff</i>	1,546.02				
<b>Activity 1.e.</b> Organize <b>111</b> forums at 67 SGGs of 5 co-op to deliver the 3 groups of topics conducted by the trained FPIC team of 5 co-op and Hoa Binh coop staffs	<b>3,421.36</b>		<b>3,421.36</b>	<b>3,421.36</b>	
<i>Meals and petrol for the FPIC team member</i>	1,866.82				
<i>Cost for organizer, electricity, tea and water</i>	1,009.09				
<i>Stationary</i>	545.45				
<b>Activity 1.h.</b> Prepare the training manual	<b>2,123.07</b>	<b>250.00</b>	<b>2,373.07</b>	<b>2,373.07</b>	



and organize 01 training course on developing and writing the proposal of “Community-ownership based initiative” for the leaders of 6 co-operatives <ul style="list-style-type: none"> <li>▪ Participant: 32</li> <li>▪ Timing: 3 days per training course</li> </ul>					
<i>Meals &amp; Petrol for the local participant</i>	654.55				
<i>Stationary, printing and hand-out document</i>	45.45				
<i>Cost for the local organisers (Electric, communication)</i>	11.36				
<i>Tea break</i>	13.64				
<i>Hoa Binh coop staff and facilitators</i>	909.09				
<i>Travelling cost, accommodation, peridium of facilitator and Hoa Binh coop staff</i>	488.98				
<b>Output 2:</b> Strengthen knowledge exchange at the national level					
<b>Activity 2.a:</b> Preparing the content and organize 01 workshop to summarize the results of the project, withdraw lesson learned and make recommendations for policy advocacy with the participants of co-op leaders, leaders of SGGs Participant : 32 Timing: 2 days	<b>1,512.39</b>	<b>250.00</b>	<b>1,762.39</b>		<b>1,762.39</b>
<i>Meals &amp; Petrol for the local participant</i>	436.36				
<i>Stationary, printing and hand-out document</i>	45.45				
<i>Cost for the local organisers (Electric, communication)</i>	9.09				
<i>Tea break</i>	9.09				
<i>Hoa Binh coop staff and facilitators</i>	618.19				
<i>Travelling cost, accommodation, peridium of facilitator and Hoa Binh coop staff</i>	394.21				
<b>Thanh Hoa and Thai Nguyen province</b>	<b>3,183.39</b>		<b>3,183.39</b>		<b>3,183.39</b>
<b>Activity 1:</b> Organize 01dialogue between the representatives of ethnic minority, men and women with the participation of the officials from MARD, Vietnam Administration Forestry; Vietnam REDD+ office, FCPF focal point at national level, provincial officials from Thai Nguyen and Thanh Hoa provinces. Venue: Hanoi Timing: 01 day	<b>3,183.39</b>		<b>3,183.39</b>		<b>3,183.39</b>

Participants; - 15 local ethnic minority representative, men and women from Thanh Hoa and Thai Nguyen province - 2 Thanh Hoa officials - 2 Thai Nguyen officials - 3 or 4 national officials - Hoa Binh co-op and CERDA staffs					
Meals & petrol for the participants	1,129.74				
Stationary, printing and hand-out photocopy,	90.91				
Meeting room	272.73				
Tea break	112.73				
Accommodation cost of the participants form the provinces	654.55				
Hoa Binh coop staff and facilitators	422.73				
Cost for the delegate of government and provincial officials who works on the recommendations and facilitate the dialogue and provide the feedback.	500.00				
<b>Activity 2.</b> Send document of the project results, lessons learned and recommendations to Vietnam REDD+ network, Vietnam Administrative Forestry (MARD), Vietnam REDD+ office, and FCPF focal point in Thanh Hoa province and Forest department in Thai Nguyen province for sharing.					
<b>Project management cost and translation</b>	<b>5,681.82</b>		<b>5,681.82</b>	<b>3,900.00</b>	<b>1,781.82</b>
Cost for the two local project management boards in two provinces; financial management and reporting (The narrative report and financial report), audit and the technical support to the accountant of Hoa Binh co-operative.	5,000.00				
Translation	681.82				
<b>Total</b>	<b>50,000.00</b>	<b>5,000.00</b>	<b>55,000.00</b>	<b>46,560.79</b>	<b>8.439.21</b>

**Documents to be attached :**( all documents must be in English) attachments missing

- Copy of your organization’s certificate of legal registration (only applications with attached certificate of registration will be considered eligible);
- Organizational chart (if available);
- Policies and procedures on operations, finance and procurement (if available); and