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**Concept Note: *2020 Regional Environmental Event***

**Strategic Collaborative Fund Phase 2 (SCF2), SEI**

{Title}

**Theme[[1]](#footnote-2):**

## Tentative location(s)

## Tentative event timeframe – Month/Year

Proponent Organization

Contact Person: Name and position

Address

Email

Tel.

{Date of Submission}

# Rationale and relevance

*(Maximum 400 words)*

* Describe the research and policy context in the Asia region in particular to Southeast Asia and South Asia for the organization of the proposed event.
* Describe how the proposed event contributes to the theme/sub-theme(s) and how it addresses the issues described in the thematic call through research-to-policy dialogue.

# Event design

# Objectives

*(Maximum 200 words, preferably in bullet points if including multiple objectives)*

* Briefly describe the overall objectives of the proposed event(s). *(one event or a series of link events)*

# Target participants

*(Maximum 150 words, preferably in bullet points or table if including multiple target participants)*

* Specify the target participants for the proposed event and if the event will include vulnerable and marginalized groups such as the poor, youth, non-normative genders and sexualities (NNGS), women and ethnic people. We strongly encourage the participation of a diversity of people and groups.

# Geographical scope

*(Maximum 100 words)*

* Briefly describe the event’s tentative geographical scope in Asia including Southeast Asia and South Asia. Please list the participating sub-regions, countries *(at least 2 countries),* transboundary areas and communities.

1. **Expected outcomes**

*(Maximum 300 words, preferably in bullet points, a result chain – how input and activities lead to results - can be added)*

* Specify the outcomes you expect to achieve related to **policy and practice** as a result of the proposed event, which policy processes they will feed into, and at which level (e.g. sub-national, national, regional) they will occur. Outcomes are defined as medium and long-term changes in behaviour, relationships, activities or actions of target stakeholders (i.e. event participants).

# Integration of gender and social equality, right-based approach and poverty reduction

*(Maximum 300 words)*

* Describe how gender equality is integrated in the design of the proposed event (i.e content, resource persons, event organization and participants).
* Describe how a right-based approach is integrated in the design of the proposed event.
* Describe how poverty reduction is integrated in the design of the proposed event.

# Communication and Monitoring and Evaluation Plan

*(Maximum 300 words)*

* Outline the key communication products you plan to develop for the event promotion and knowledge dissemination.
* Describe how the organizers will monitor and document the impacts of the proposed event in terms of practice and policy changes.

# Draft agenda

*(Maximum one page, preferably in table)*

* Briefly describe the duration and main activities of the proposed event. E.g. will there be field visit?
* Describe any innovative approaches, methods and tools to ensure stakeholder interaction and equal contributions of participants.

# Organizational capacity

*(Maximum 200 words, multi-country partnership is encouraged)*

* Describe the capacity of the lead organization and at least 2 potential consortium partners in organizing the regional event.

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| --- |
| **Lead Organization – Lead organization name, country, type**  Contact Person:  Phone:  Email: |
| **Partner 1 – Partner 1 name, country, type**  Contact Person:  Phone:  Email:  **Partner 2 – Partner 2 name, country, type**  Contact Person:  Phone:  Email: |

# Budget Estimate

Please provide the budget estimate for the proposed event in the suggested table below or modify as appropriate:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| No | Expenditure category | Expenditure (SEK) | | | Income (SEK) | | Remarks |
| Unit cost | Quantity | Amount | Expected grant support | Expected  co-funding |
| 1 | Personnel |  |  |  |  |  |  |
| 2 | Workshop |  |  |  |  |  |  |
| 3 | Travel |  |  |  |  |  |  |
| 4 | Accommodation |  |  |  |  |  |  |
| 5 | Materials and supplies |  |  |  |  |  |  |
| 6 | Miscellaneous |  |  |  |  |  |  |
| 7 | Administrative/overhead (not exceeding 15%) |  |  |  |  |  |  |
| Total (SEK) | | | | |  |  |  |
|  |  |  |

*Note: - Please indicate co-funding amount to the event (if any).*

* *Please use Swedish Krona (SEK) as currency*

1. Please refer to call text to identify the appropriate theme and sub-theme(s) for the proposed event. [↑](#footnote-ref-2)