



British Embassy  
Bangkok

## PROJECT CONCEPT FORM

This form should be submitted prior to putting forward a full Project Proposal. The Post may accept or reject Project Concept Bids. If an implementer is asked to put forward a full Project Proposal, it is not a guarantee that it will be approved for funding. Before you complete this form, please read the notes below and we strongly encourage you to contact the Programme Team in the British Embassy in Bangkok.

<b>Implementing Agency</b> <i>Name; Address; Telephone Numbers; E-mail; twitter, Website, etc</i>	
<b>Project Title</b>	
<b>Purpose</b> <i>This must be NO MORE than one sentence.</i>	
<b>Main Activities</b> <i>Summary of the key activities that the project will do to achieve its purpose.</i>	
<b>Implementation</b> <i>Please explain how you would implement the activities within your current resources (financial, staff, etc).</i>	
<b>What change(s) will this project deliver?</b> <i>You should be able to say why the project is needed in a couple of sentences. Include:</i> <ul style="list-style-type: none"><li>• <i>Why do we need to run this project?</i></li><li>• <i>What will be the longer term impact?</i></li><li>• <i>How will the Outputs deliver the Purpose?</i></li><li>• <i>How activities will deliver each output?</i></li></ul>	

<b>Background</b> <i>In no more than 200 words, provide the background to the issue that this project will change. Include why the UK is the best donor to achieve this aim.</i>					
<b>Risks</b> <i>Provide brief details of any serious risks to the success of the project and how these will be mitigated. You should consider risks at all levels of the project, for example: political; economic, administrative; internal to your organisation; etc.</i>					
<b>Cost</b> <i>What is the <b>TOTAL</b> cost of the Project  Please note, project funds are paid quarterly in arrears.</i>	FY19/20	Baht	<i>If co-funding has or is being sought, please also show the cost to the <b>FCO</b> and provide details of the co-funding organisations</i>	FY 19/20	Baht
	FY 20/21	Baht		FY 20/21	Baht
<b>Timing</b>	Planned start date:			Planned completion date:	
<b>Post Comments</b> Include which fund or business plan objective this project will help deliver.					
<b>Should this Concept now be worked up into a Full Proposal</b>  <b>If No, give an explanation</b>	Yes/No				
<b>Date</b>					

## **Notes:**

The deadline for submitting the completed project concept is **23:59 (Bangkok time) on Sunday 3 February 2019**. Concept bids must be submitted electronically in English. Please e-mail [daniel.fieller@fco.gov.uk](mailto:daniel.fieller@fco.gov.uk). Implementers of successful bids will be notified by 8 March 2019, and invited to develop full project proposals by 23:59 (Bangkok time) on Sunday 29 March 2019.

The implementation period is from 1 April 2019, until the end of March 2020 in Thailand. We ask that projects plan to achieve 85% expenditure by December 2019 and all activities are fully implemented by end February 2020.

### *Areas for funding are:*

1. Enhancing freedom of the press and the media environment so that it supports freedom of expression and underpins wider human rights;
2. Supporting Human Rights Defenders, and linking the reporting of issues on the national level to the international stage
3. Enhancing Civil Society's role to support Business and Human Rights, including Thailand's National Action Plan, greater supply chain transparency, and migrant worker rights, in line with the UN's Guiding Principles
4. Support to Civil Society within the LGBTIQ community to further legislation, public advocacy, and gender recognition (in line with the Yogyakarta Principles).

### *Bids will be assessed against the following criteria:*

- **Impact** – delivering sustainable, meaningful change in at least one of the areas listed above. Please be ambitious;
- **Capacity & network** - the capacity of the implementing organisation to engage with stakeholders to deliver stated outcomes;
- **Financial viability** – to programme 85% of expenditure by and to spend 85% of total budget before the end of December 2019 with all activities implemented by end February 2020. You should also be able to cover initial costs as we reimburse for activities;
- **Design** – there must be clear links between the proposed interventions/activities and the project outcomes to achieve its aim;
- **Risk management** – robust analysis of risks, and a plan of action to manage and mitigate those risks;
- **Value for money** – the number of direct beneficiaries engaged and the scale of achievable outcomes should be competitive;

The reach and range of partners engaged, dissemination strategy and potential to replicate your project will also be considered. We encourage bids that demonstrate collaboration with other partners or groups and work in areas where programme funding is less available.

### *We would draw your attention to these points:*

- **We strongly encourage you to contact us in advance of submitting a concept note and discuss your ideas, initial contact by e-mail to [daniel.fieller@fco.gov.uk](mailto:daniel.fieller@fco.gov.uk)**
- We anticipate accepting bids in the region of. 500,000 THB – 1,200,000 THB. Projects are funded in Thai Baht.
- We fund in arrears but can agree a funding schedule to match activities. This means that the organisation must cover initial costs and the Embassy will reimburse costs against production of receipts for agreed expenses. We will also require regular reporting and receipts for activities
- For most projects, the combined total of management fees, overheads and administration costs should not exceed 10% over the overall project budget. 10% is not a target, but a limit.
- Running costs associated with an implementer's offices, such as office equipment, buildings, repairs, etc. should not fall to the project budget as direct costs. They are part of the of the organisation's overheads and covered by the administration costs.
- We can pay costs for implementing agency staff who are directly involved in delivering the project – these can be separate and in addition to the administration charge.
- We do not fund per diems for participants at events. We can cover reasonable costs, e.g. meals, accommodation, and travel with receipts/supporting documents.
- There is no guarantee of funding for a second year of activity, but implementers may wish to consider how projects could be scaled up if funding were to be agreed.