National Mission on Himalayan Studies (NMHS)

Guidelines for Project Grant Facilities

(Demand Driven Action Research Project Proposals 2019–20 – 1st Cycle)

National Mission on Himalayan Studies (NMHS)

Guidelines for Grant Facilities

1 Section A - Introduction

The National Mission on Himalayan (NMHS) has introduced Grants as the main vehicle to deliver on-the-ground results for the well-being of the Indian Himalayan Region (IHR) and mountain communities in the region.

Projects that are supported by the NMHS Grants are expected to address one or more of the Broad Thematic Areas (BTAs) and Thrust Areas with respective indicative intervention areas (Table 1) within the context of the NMHS and its Vision, Mission, Goal, and Objectives.

1.1 Broad Thematic Areas (BTAs)

The projects under NMHS should address the following Broad Thematic Areas:

a) Water Resource Management;

b) Livelihood Options and Employment Generation;

c) Biodiversity Conservation and Management; and

d) Skill Development and Capacity Building

e) Infrastructure Development

f) Physical Connectivity and

g) Handling of Hazardous substances.

The focus should be on how could be the financial variability of such projects be improved in the Himalayan Region. The Broad Thematic Areas aligning with the respective Thrust and Indicative Intervention Areas are given in the Table 1.

	Table 1: **Broad Thematic Areas (BTAs) Aligning with Thrust and Indicative Intervention Areas**
1.	**Water Resource Management**

	(a) Water Security through rejuvenation of springs and catchments
	  I. Developing state wide program on rejuvenation of the natural springs and Natural Lakes and water bodies towards increasing the water availability;
	  II. Technology standardization for water harvesting and thus improving the efficacy of water availability round the year;

	(b) Study of Hydropower Development in the IHR I. Cumulative impact assessment of hydropower at basin scale

	(c) Assessment of water-induced hazards
	  I. Monitoring and modeling for prediction of hazards, i.e. inundation, flash floods and landslides;
	  II. Development of early warning systems for flash floods/land slides

2	**Livelihood Options and Employment Generation**
	(a) Promoting Bio-resource Planning and Use for Rural Employment Generation I. Digital database generation on the Himalayan resource status, availability and use-patterns;

	II. Field models for bio-resources management plan at the Himalayan village ecosystem level;
	III. Creating of new eco-tourism opportunities in the Himalayan ecosystem such as spiritual and yoga tourism, nature camps, etc.;
	(b) Up-scaling tested eco-friendly economic activities for improved livelihoods and employment generation
	  I. Adoption/ adaptation of tested farming options/ technologies for improved livelihood and rural employment generation for low income groups and SC/ST communities;
	(c) Database Development on Himalayan Indigenous Knowledge Systems (IKS)
	  I. Operational database on the Himalayan Indigenous Knowledge System; Digital Library on the Himalayan IKS;
	(d) Technology development and backstopping
	  I. Development of appropriate rural technologies for augmenting income and employment generation.

3	**Biodiversity Conservation and Management**

	(a) Mountain Biodiversity Database and Information System (MBDIS)
	  I. Establishment of Mountain Biodiversity Network in association with State Biodiversity Boards (SBB)
	
	(b) Assessment of ecosystem health and harnessing potential for overall development by involving SBB and BRs in IHR
	  I. Creation of ecosystem integrity profiles for critical Himalayan ecosystems in NE states;
	
	(c) Promoting recovery of threatened species by involving state and institutional partners
	  I. Establishment of field based recovery models of threatened Himalayan species particularly in the degraded ecosystem across the IHR;

4.	**Skill Development and Capacity Building**

	(a) Strengthening of delivery systems of appropriate rural technologies through skill enhancement
	  I. Increased, improved and alternative livelihood options for farmers, particularly for BPL ones, SC/ST and other weaker sections of the Himalayan society in different states;
	  II. Creation of rural technology Centre in PPP mode

5.	**Infrastructure Development**
	I. Creation of Ideal and safe Himalayan Habitat (Urban Ecosystems) II. Assessment of technical and financial viability.
6.	**Physical Connectivity in Himalaya**
	I. New options for all weather connectivity for improving accessibility II. Financial viability assessment for such projects
7.	**Handling of Hazardous substances**
	I. Identification and quantification of hazardous materials and Plastics used in IHR II. Safe transport, storage and handling of Hazardous material including Urban Solid Waste in Himalaya and its financial viability III. Innovative approaches for making Plastic free Himalaya.

1.2   Cross-Cutting Issues
All projects supported by the NMHS Grants are expected to address the NMHS crosscutting issues including climate proofing, gender equality and communication.

1.2.1   Climate Change
The projects must take into cognizance the likely impacts of climate change and climate variability including climate-related problems already encountered or likely to be encountered at the local level (defined by the project system boundary) and the likely climate-driven impacts on the system. The Projects must include a strategy to identify and address these impacts to ensure that interventions are climate proofed.

1.2.2   Gender Equity
The projects should take into account gender equality aspects. Special attention should be paid to differences between men and women with respect to: access to and use of resources (including but not limited to, generation and use of income); observed practices and patterns of participation in decision making; social beliefs and perceptions; laws, policies, and institutions that may affect men and women's participation in the project.

1.2.3   Communication

The projects should include its communication strategy, including the audiences'
present   awareness   level,   current   practices, media   preferences   and
demographic/psychographic   profiles,   identifying   the   target audiences
and   interrelationships   between each   communications take holder/   target
audience   group, defining communication objectives, formulating key messages
which are important to communicate to audiences, and selecting media which
will best assist you to achieve objectives and desired relationships.

1.3   Type of Projects

The projects are expected to address the problems identified by comprehensive situation analysis and they should be founded on well- constructed monitoring frameworks with clear objectives and outcomes/impacts to enable potential changes brought about by the projects to be reported on clearly. There are two (2) types of NMHS Grants- (i) Small Grant (ii) Medium Grant (MG) and (iii) Large Grant (LG).

1.3.1   Small Grant (SG)

The maximum value of Small Grant projects shall be up to INR 50 lakhs. However, the STAG may decide to have a reduced upper limit depending on the situational context. Ideally, SG projects should be of 3 years duration. Based on NMHS's Guiding Principle all Small Grants projects would be partnership-based, all projects should have two or more partners and preferably the partnership should involve partners from different sectors of society: e.g. an NGO or CBO with a government department, university, research institute or private company, etc. Development of the project proposal should be done in partnership with the local community.

1.3.2   Medium Grant (MG)

The main aim of MGs is to support medium projects can be used to build on and/or to expand successful projects with a total budgetary outlay of not more than 500 lakhs and are expected to reflect the multi-sectoral and partnership-based characteristics of

NMHS and to address two or more TAWs in an effort to examine more complex and often multi-disciplinary issues affecting mountain ecosystems as prioritized by the NMHS.

MG projects should contribute significantly to building the resilience of ecosystem dependent mountain communities by addressing specific resilience parameters from either the ecosystem, or societal system, or both. Preferably there should be spatial mapping/planning data available and the location should be large enough to be important at the ecosystem level, containing significant mountain habitats and resources and/or biodiversity.

1.3.3 Large Grant (LG)

The LG will be used as a mechanism to address long-term multi-site, ecological monitoring trans-boundary issues in IHR issues spanning over two or more states/countries to consolidate existing knowledge, especially relevant to mountain resources management and to conduct research one merging issues to acquire new knowledge. LGs are projects that with total budgetary outlay of over 500 lakhs.

1.4 Information Dissemination

Key consideration in all NMHS Projects is that information generated from the projects should be freely available for dissemination. Thus, it is required that the Project Proponent/Grantees will provide NMHS-PMU unhindered access to all information (written material, sound and video recordings, including films, maps, photography, and any other materials in any other medium) generated under the project. NMHS also encourages the Grantees to freely disseminate all processed information amongst the project stakeholders and the general public.

2   Section-B: Guidelines for Small Grant (SG) Projects

2.1   Eligibility Criteria for SG Projects

2.1.1   Project Size

The maximum value of Small Grant projects shall be up to INR 50 lakhs. However, the STAG may decide to have a reduced upper limit depending on the situational context.

2.1.2   Project Duration

The duration of Small Grant Project would be of maximum 2 to 3 years (w.e.f. Project start date).

2.1.3   Partnership with the local community

Project proposal should be developed in partnership with the local community and the proposal should adhere that the project:

(a) would not adversely affect the positions of various stakeholders;

(b) seeks to harmonise with the needs, views, expertise and experience of local stakeholders and associate them with the management; and

(c) would follow a participatory approach.

2.1.4   Co-Financing

The proponents are expected to provide co-financing from themselves or from partners in the form of either cash or in-kind contributions, equivalent to at least 5% of the total value of the project.

2.1.5   Cross Cutting Themes

The proposals would explicitly integrate the three NMHS crosscutting themes Climate Change, Gender Equality and Communications.

2.1.6   Capital Assets

In general, purchase of capital assets is not allowed, unless it can be justified as a vital and crucial tool for implementation of the project activities.

2.2   Organisational and Institutional Criteria

2.2.1   Project Eligibility

Proposals can be submitted by national/local NGOs, CBOs, academic and research institutes, small scale businesses, management boards, enterprises and individuals which/who meet the following criteria[1]:

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[1] Although Ministries and Government Departments are ineligible for direct financial support, the Eligible Applicants listed above (i.e. NGOs, CBOs, academic and research institutes, small scale businesses, management boards and enterprises) are encouraged, to partner with Ministries and Government Departments, wherever appropriate.

➢ Have been registered (except in the case of individual applicants) with an appropriate national authority for a minimum of two years;

➢ Have demonstrated a proven, or otherwise strong potential capacity to implement participatory and community-based projects in one or more relevant fields including: community development, mountain ecosystem rehabilitation, and conservation/sustainable use/management of natural resources;

➢ Have scientific or professional credibility, as recognised by the peer review process;

➢ Can demonstrate capacity and experience in project management and financial administration;

➢ A proponent who has been a recipient of a previous grant can be awarded another grant only after successful completion of the previous project, evidenced by approved final technical and financial reports;

➢ Proposals from academic and research institutes must demonstrate the applied nature of the research proposed and clearly indicate how the local communities are involved.

➢ The proponents must successfully complete a Due Diligence check undertaken by the NMHS.

2.2.2   Limitations on Eligibility

The SG will NOT grant financial support to:

Pure scientific research falling in the mandate of Department of Science & Technology, Ministry of Earth Sciences, Ministry of Agriculture & Cooperation and Department of Biotechnology;

Travel and subsistence assistance for participation of non-official members in conferences and courses, unless they are organized within the NMHS region and it can be justified as a vital and integral contribution to the activities of the project and/ or to prioritized regional knowledge sharing;

Proponents who have defaulted previously in grant management, or who did not fulfil their contractual obligations, or who had their contracts cancelled.

In case of individuals, we have mentioned in the memo that they may route their proposals through recognized /registered organizations.

2.2.3   Project Implementation

Two or more partners are expected to be involved in the implementation of the proposed project, with the lead partner clearly indicated; the existing (or potential) working and communication arrangements between the partners should also be explained clearly.

2.2.4   Role and responsibility of Stakeholder

The proposal should clearly indicate the involvement and roles and responsibilities, if any, of the key stakeholders (including the Government where

relevant).

2.3   Operation of the Small Grant

2.3.1   Call for Proposal

Maximum publicity is given to the call for proposals through advertising in websites/circulation amongst established networks/display in public sites, etc. It is also proposed to obtain project proposals by organizing regional project evaluation workshops/meetings with the aim of providing equal opportunities for Institutions/individual experts from different parts of the Himalaya.

2.3.2   Submission of Proposal

Proponents should submit a brief of project proposal as a Concept Note in the prescribed format (Annexure 1) along with a full proposal based on a format provided (Annexure 2).

2.3.3   Administration, Oversight and Execution

The selected proponents will have to enter into an agreement with the PMU-NMHS. The projects will be managed by the PMU-NMHS for CS-I Division while implementation will be overseen by the under the guidance of the STAG.

2.3.4   Design and Planning of Proposals

The proposal should be based on a clear problem identification following a comprehensive situation analysis, and should be presented following the prescribed formats. The short-listed proponents may also be asked to undertake training in Project Cycle Management organized by NMHS to ensure that objectives and outcomes of the proposed project are clearly defined and presented following the NMHS standards and requirements.

2.3.5   Project Approval

A peer review/external evaluation of the proposals will be done by thematic experts or thematic Working Group of STAG. The Working Groups may also have co-opted experts as necessary. The recommendations of these appraisals will be used for further improvement of the proposals, as required.

The proposals received for funding through open advertisement may also be sent to the independent experts for evaluation by the Institute. The evaluation report of the experts in respect of project proposals received through open advertisement and report of the expert committee/ thematic working groups for the project proposals evaluated in the project evaluation workshops/ meetings shall be placed before the STAG which may invite the project proponents for making presentation of the project before taking any decision.

Recommended proposals, when endorsed by the STAG, will be approved by the Steering Committee. PMU-NMHS will enter into a contract with the proponent.

2.3.6   Funding Pattern

It is proposed to release the total sanctioned amount for an approved project/study/intervention in three instalments.

S No	Instalments	Amount	Terms and Conditions
1	First	Up to 50%	As advance with adequate safeguards as applicable
2	Second	Up to 40%	On receipt of satisfactory Interim Report and Utilisation Certificates(UC)
3	Third	10%	On receipt of satisfactory FTR duly accepted by the competent authority and UC

2.3.7 Monitoring, Learning and Evaluation (MLE)

NMHS PMU shall arrange MLE missions at six-monthly intervals. The MLE team will be comprised of at least one STAG Member, and one CS-I Division/ PMU representative. Additionally, CS-I Division may co-opt other national or international experts. In addition, STAG shall undertake MLE missions in between those led by the NMHS. The Grantee is expected to assist the MLE missions by providing access to the project sites and other information, as requested.

2.3.8 Reporting

The Project Proponent would make periodic progress and financial reports and Utilisation Certificates (UCs) as outlined in the Sanction/ Agreement. These will be used for project monitoring and as a basis for grant disbursement.

2.3.9 Audit

NMHS may initiate an internal or external financial audit during or after completion of project implementation.

3 Section C- Guidelines for Medium Grant (MG) Projects

The following sections provide guidelines for the application, design and planning, and award of projects under the NMHS Grant Mechanisms.

3.1 Eligibility Criteria for MG Projects

3.1.1 Project Size

The Medium Grant Project under NMHS would be above INR 50 lakhs and up to INR 500 lakhs.

3.1.2 Project Duration

The duration of Medium Grant Project would be of maximum 2 to 3 years (w.e.f. Project start date).

3.1.3 Partnership with the local community

Project proposal should be developed in partnership with the local community and the proposal should adhere that the project:

(a) would not adversely affect the positions of various stakeholders;

(b) seeks to harmonise with the needs, views, expertise and experience of local stakeholders and associate them with the management; and would follow a participatory approach.

3.1.4 Co-Financing

The Grantee/Project proponents are expected to provide co-financing from themselves or from partners in the form of either cash or in-kind contributions, equivalent to at least 10% of the total value of the project.

3.1.5 Cross Cutting Themes

The proposals would explicitly integrate the three NMHS crosscutting themes Climate Change, Gender Equality and Communications.

3.1.6 Capital Assets

In general, purchase of capital assets is not allowed, unless it can be justified as a vital and crucial tool for implementation of the project activities.

3.2 Organisational and Institutional Criteria

3.2.1 Project Participants

The Medium Grant Project is open to all sectors (including Ministries, Government Departments and Private Institutions).

3.2.2 Project Implementation

Two or more partners are expected to be involved in the implementation of the proposed project, with the lead partner clearly indicated; the existing (or potential)

working and communication arrangements between the partners should also be explained clearly.

3.2.3   Role and responsibility of Stakeholder

The proposal should clearly indicate the involvement and roles and responsibilities, if any, of the key stakeholders (including the Government where relevant).

3.3   Operation of the Medium Grant

3.3.1   Call for Proposal

Maximum publicity is given to the call for proposals through advertising in websites/circulation amongst established networks/display in public sites, etc. It is also proposed to obtain project proposals by organizing regional project evaluation workshops/meetings with the aim of providing equal opportunities for Institutions/individual experts from different parts of the Himalaya.

3.3.2   Submission of Proposal

Proponents should submit a brief of project proposal as a Concept Note in the prescribed format (Annexure 1) along with a full proposal based on a format provided (Annexure 2).

3.3.3   Administration, Oversight and Execution

The selected proponents will have to enter into an agreement with the PMU-NMHS. The projects will be managed by the PMU-NMHS for CS-I/Mountain Division while implementation will be overseen by the under the guidance of the STAG.

3.3.4   Design and Planning of Proposals

The proposal should be based on a clear problem identification following a comprehensive situation analysis, and should be presented following the prescribed formats. The short-listed proponents may also be asked to undertake training in Project Cycle Management organized by NMHS to ensure that objectives and outcomes of the proposed project are clearly defined and presented following the NMHS standards and requirements.

3.3.5   Project Approval

A peer review/external evaluation of the proposals will be done by thematic experts or thematic Working Group of STAG. The Working Groups may also have co-opted experts as necessary. The recommendations of these appraisals will be used for further improvement of the proposals, as required.

The proposals received for funding through open advertisement may also be sent to the independent experts for evaluation by the Institute. The evaluation report of the experts in respect of project proposals received through open advertisement and report of the expert committee/ thematic working groups for the project proposals evaluated in the project evaluation workshops/ meetings shall be placed before the STAG which may invite the project proponents for making presentation of the project before taking any decision.

Recommended proposals, when endorsed by the STAG, will be approved by the

Steering Committee. PMU-NMHS will enter into a contract with the proponent.

3.3.6 Funding Pattern

It is proposed to release the total sanctioned amount for an approved project/study/intervention in three instalments.

S No	Instalments	Amount	Terms and Conditions
1	First	Up to 40%	As advance with adequate safeguards as applicable
2	Second	Up to 50%	On receipt of satisfactory Interim Report and Utilisation Certificates(UC)
3	Third	10%	On receipt of satisfactory FTR duly accepted by the competent authority and UC

3.3.7 Monitoring, Learning and Evaluation (MLE)

NMHS PMU shall arrange MLE missions at six-monthly intervals. The MLE team will be comprised of at least one STAG Member, and one CS-I Division/ PMU representative. Additionally, CS-I Division may co-opt other national or international experts. In addition, STAG shall undertake MLE missions in between those led by the NMHS. The Grantee is expected to assist the MLE missions by providing access to the project sites and other information, as requested.

3.3.8 Reporting

The Project Proponent would make periodic progress and financial reports and Utilisation Certificates (UCs) as outlined in the Sanction/ Agreement. These will be used for project monitoring and as a basis for grant disbursement.

3.3.9 Audit

NMHS may initiate an internal or external financial audit during or after completion of project implementation.

4 Section D - Guidelines for Large Grant (LG) Projects

4.1 Eligibility Criteria for LG Projects

4.1.1 Project Size

The Large Grant Project under NMHS would be more than INR 500 lakhs. A higher upper cap may be defined and approved by the STAG and Steering Committee based on the requirements of specific project proposals.

4.1.2 Project Duration

The duration of Large Grant Project would be of 3 years (w.e.f. Project start date).

4.1.3 Thematic Areas

Projects have to be in line with and complementary to the overall Vision, Mission, Goals, and Objectives of the NMHS and have clear relevance to the TAW and the strategic action plans of the participating states/countries.

4.1.4 Interstate/ transboundary initiative

Large Grant Projects must involve interstate/ transboundary initiative at least between two IHR states.

4.1.5 Co-financing

The proponents should have sound financial and operational structures and be able to provide and enlist significant co-financing and other tangible commitments from its partners. The co-financing in the form of either cash or in-kind contributions shall be equivalent to at least 20% of the total value of the project.

4.1.6 Crosscutting themes

The proposals must explicitly integrate the three NMHS crosscutting themes Climate Change, Gender Equality and Communications. In particular, proposals for regional projects should have a clear knowledge dissemination strategy including mechanisms to take up the results and disseminate those in the multi-state context.

4.2 Organisational and Institutional Criteria

4.2.1 Project Participants

The Large Grant Project is open to all sectors (including Ministries, Government Departments and Private Institutions).

4.2.2 Project Implementation

Two or more partners are expected to be involved in the implementation of the proposed project, with the lead partner clearly indicated; the existing (or potential) working and communication arrangements between the partners should also be explained clearly.

4.2.3 Role and responsibility of Stakeholder

The proposal should clearly indicate the involvement and roles and responsibilities, if any, of the key stakeholders (including the Government where relevant).

4.3   Operation of the Large Grant

4.3.1   Call for Proposals

Maximum publicity is given to the call for proposals through advertising in websites/circulation amongst established networks/display in public sites, etc. It is also proposed to obtain project proposals by organizing regional project evaluation workshops/meetings with the aim of providing equal opportunities for Institutions/individual experts from different parts of the Himalaya.

4.3.2   Submission of Proposals

Proponents should submit a brief of project proposal as a Concept Note in the prescribed format (Annexure 1) along with a full proposal based on a format provided (Annexure 2).

4.3.3   Administration, Oversight and Execution

The selected proponents will have to enter into an agreement with the PMU-NMHS. The projects will be managed by the PMU-NMHS for CS-I Division while implementation will be overseen by the under the guidance of the STAG.

4.3.4   Design and Planning of Proposals

The proposal should be based on a clear problem identification following a comprehensive situation analysis, and should be presented following the prescribed formats. The short-listed proponents may also be asked to undertake training in Project Cycle Management organized by NMHS to ensure that objectives and outcomes of the proposed project are clearly defined and presented following the NMHS standards and requirements.

4.3.5   Project Approval

A peer review/ external evaluation of the proposals will be done by thematic experts or thematic Working Group of STAG. The Working Groups may also have co-opted experts as necessary. The recommendations of these appraisals will be used for further improvement of the proposals, as required.

The proposals received for funding through open advertisement may also be sent to the independent experts for evaluation by the Institute. The evaluation report of the experts in respect of project proposals received through open advertisement and report of the expert committee/ thematic working groups for the project proposals evaluated in the project evaluation workshops/ meetings shall be placed before the STAG which may invite the project proponents for making presentation of the project before taking any decision. Recommended proposals, when endorsed by the STAG, will be approved by the Steering Committee. PMU-NMHS will enter into a contract with the proponent.

4.3.6   Funding Pattern

It is proposed to release the total sanctioned amount for an approved project /study/ intervention in three instalments.

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3	Third	10%	On receipt of satisfactory FTR duly accepted by the competent authority and UC

4.3.7   Monitoring, Learning and Evaluation (MLE)

NMHS-PMU shall arrange MLE missions at six-monthly intervals. The MLE team will be comprised of at least one STAG Member, and one CS-I Division/NMHS-PMU representative. Additionally, CS-I Division may co-opt other national or international experts. In addition, STAG shall undertake MLE missions in between those led by the NMHS-PMU. The Grantee is expected to assist the MLE missions by providing access to the project sites and other information, as requested.

4.3.8   Reporting

The Project Proponent would make periodic progress & financial reports and Utilisation Certificates (UCs) as outlined in the Sanction/ Agreement. These will be used for project monitoring and as a basis for grant disbursement.

4.3.9   Audit

NMHS may initiate an internal or external financial audit during or after completion of project implementation.

Template for Concept Note: Small, Medium Grant and Large Grant Project

The Concept Note should be a maximum of four (4) pages [excluding the "Information on the Proponent Organization" and CV of PIs and Co PIs) (**Annexure 3 & 4**)].

Date of Proposal Submission

d	d	m	m	y	y	y	y

1	Type of Proposal	Small Grant		Medium Grant		Large Grant	
2	Project Title	[Should reflect the work of the project]					
3	Project Location	[As specific as possible, attach a general map, as applicable]					
4	Scale of Project operation	National		Regional		Local	
5	Implementation Agency/ies	Name and Address of the Organization, website					
	Principal Investigator (PI)	[With contact details, Phone Fax, email and Mobile]					
	Co- Principal Investigator (co-PI)	[With contact details, Phone Fax, email and Mobile]					
6	Implementing partners	Implementing Agency/ies with Name and Address, website					
	Key Persons of Implementing Partners with contact details						
7	Synopsis of the Project (500 words)						

8	Rational of the Project (200 words) why the project is necessary	
9	Proposed Outcomes of the projects(in bullets)	
10	Expected Project Impacts	
11	Project Budget	

S No	Items	Amount (INR)
	Activities	
	Manpower	
	Equipments	
	Travels	
	Meetings/Workshop	
	Others	
	Total	

16	Contribution from Others Sources (Co-financing)	

	Total Budget Requirements (INR)	Financing Plan		
		Request from NMHS	Grantee Contribution	Other Contributions
	100%	XX%	YY%	ZZ%

Template for Full Proposals Small Grant, Medium Grant and Large Grant

1	INTRODUCTION (a) Background (b) Project Area [It should capture the baseline of the project area including demography, socio-economy, biodiversity, forest & wildlife, natural resources and environment] (c) Situation Analysis of the Area (d) Identification Issues/ problems and justification for the Project (e) How the Project is relevant to NMHS and National priorities (f) Identify the Project Beneficiaries (g) Ongoing activities /other project or activities in support of this project (h) Expected Impacts of the Proposed Project [It may be livelihood, socio-economy, biodiversity, forest & wildlife, natural resources and environment etc.]

2.	PROJECT DESCRIPTION
	
	(a) Aim, Objective(s) and Goals
	(b) Proposed Activities to Achieve Project Goals
	(c) Describe the details of Activities (each activity separately)
	   I. Methodology
	   II. Focus Area of Action
	   III. Performance Indicators
	   IV. Key beneficiaries
	   V. Expected Results
	
	[Activity table including activities, Methodology, Focussed action, Performance indicators, Key Beneficiaries and expected results need to be provided]
	
	(d) Expected outcomes of the project [PERT Chart may be given]
	(e) Time Frame [with WBS and Gantt Chart showing each Activity and sub components]

3	PROJECT IMPLEMENTATION PLAN (a) How project would be Implemented (b) Identification of Project Partners and how they would be co-ordinated (c) Details of Project Workers to be included (d) A Block Diagram on Project Implementation Plan should be provided approach to be elaborated

	(e) Exit strategy- how outcomes be sustained after funding ceases
4	PROJECT MANAGEMENT AND CO-ORDINATION (a) Financial Management and Procurement (b) Identify Risks associated with Projects how these risks be addressed (c) How Cross-Cutting Issues would be addressed in the Project (d) How the project would be Sustainable and Replicable for wider benefits (e) How project Information would be disseminated for better visibility
5	MONITORING, REPORTING & EVALUATION (a) How Project progress would be reporting (Technical and Financial) (b) Describe the Internal Progress Assessment arrangement (c) How project would be Monitored (d) Project Evaluation Strategy (e) Attending Committee Meetings, Workshop
6.	ANNEXURES (a) Site description (with maps, photos where relevant) (b) Detailed Budget and Disbursement Plan (c) Project organization Chart (d) TOR/Job Descriptions for all project implementing personnel

Information on the Proponent Organization

NOTE : Please fill in this form and send it with the Concept Note and Full Proposal.

Project Title			
Name of the Organization*			
Mailing Address			
Visiting Address (if different from above)			
Telephone		Fax	
E.mail		website	
Mission and Goal of the Organization			
About the organization	Registration date		
	Category		
	Contact Person		
	Number of Staff		
	No of technical staff		
Bank Account details	Account Name:		
	Bank Name:		
	Bank Address		
	Account No		
	SWIFT code		
	Other routing code:		
	Signatories names		
References	Name, address and Tel No (Referee1):		
	Name, address and Tel No. Referee 2)		
Projects implemented during the last 5 years relevant to the theme of the current proposal			

S.No	Title of the project	Donor / Amount	Reference (Name/Tel/email)
1			
2			
3			
4			
5			

(*) In case of Private/Non Government Organisation Annual Reports of the organisation for the last three years need to be provided along with Technical reports/Publications

Template for submitting CV of [Principal Investigator (PI) and Co-Principal Investigator (CO-PI)

1	Submitted CV of PI/ CO-PI	PI		Co-PI								
2	Name in full (in block letters)											
3	Designation of PI/CO-PI											
3	Date of Birth and Age as on Project submission date											
		d	d	m	m	y	y	y	y	Years	Months	Days
5	Nationality											
4	Sex	Male						Female				
6	Address for correspondence (in block letters with pin code)											
7	Contact mobile number/ e-mail id	mobile:										
		e-mail										
8												

7. Educational Qualification

(a) Details of Examination Passed from Garduation onward to Ph. D)

S No	Exam Passed/ Degree Awarded	University/ Institution/ Board	Year of Passing	Subjects Taken	Result with Division/ Class

(b) Details of Ph.D.

Title of Ph D Thesis	Subject /Branch	University/ Organization

(C) Professional Trainings, if any

Organisations	Period		Details of Trainings
	From	To	

9. Research Experience (200 words)

10. Experience related to sustainable mountain development, If any (200 words)

11. Major Awards/ Recognition (if Any) at National / International Level
30 words (in bullets)

12. Members of Learned Societies (International and National) if any
30 Word (in bullets)

13. Major Scientific/ Technological Achievements[2] (if any)
50 words (in bullets)
[2](New Methods/ Theory/ Process established, Technology Developed, Socio-economic issues Addressed, Unique data base/centres established etc

14. Publications/Patents (numbers only)

Scientific Papers		Policy Papers	Books		Technical Reports	Project Proposals for Fund Generation	Patents (if Any)
International	National		Edited	Written			

15. Experience in Managing Research Projects

No of similar Projects Managed (with details)

S No	Project Details	Donor Agency	Duration	Project Budget (INR)

(Signature of PI/Co-PI)

Date: Name:

Place: