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# Low Value Grant Agreement

# Reference No. LVG-2022-Vinh Cuu WU-15

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| 1. Country: **Viet Nam** | |
| 1. Recipient Institution: **“Hội Liên hiệp Phụ nữ huyện Vĩnh Cửu (****Women’s Union of Vinh Cuu district)** incorporated under the Laws of Viet Nam, with address at: Quarter 8, Vinh An town, Vinh Cuu district, Dong Nai province | |
| 1. Project Number and Title: **00095982, “Mainstreaming Natural Resource Management and Biodiversity Conservation Objectives into Socio-Economic Development Planning and Management of Biosphere Reserve in Viet Nam (Biosphere Reserve Project)”.** | |
| 4. Implementation Period: **From 31 December 2022 to 31 December 2024** | |
| 1. Budget: Up to the amount of **US$149,213** (One hundred and forty nine thousand two hundred and thirteen United States Dollars) equivalent to **VND3,525,000,000** (Three billion five hundred and twenty five million dong only) | |
| 6. Schedule of Disbursement of Funds to Recipient Institution:  **Disbursement Date/Milestone Amount**   * Upon signing of the agreement **VND1,762,500,000** * 31 October 2023/ Upon UNDP GEF SGP National **VND987,000,000**   Coordinator’s approval of progress report and interim  report on use of funds   * 31 August 2024/ Upon UNDP GEF SGP National **VND705,000,000**   Coordinator’s approval of progress report and interim  report on use of funds   * 30 November 2024/ Upon UNDP GEF SGP National **VND70,500,000**   Coordinator’s approval of final progress report and final  report on use of funds | |
| 7. Information for Recipient Institution Bank Account into Which Funds Will Be Disbursed:  Account title: **BCH Hoi Lien hiep Phu nu huyen Vinh Cuu**  Account number: **5904201004733**  Bank name: **Agribank chi nhanh Vinh Cuu – Bac Dong Nai**  Bank address: **Quarter 2, Vinh An town, Vinh Cuu dist., Dong Nai province**  Routing Instructions for disbursements: None | |
| 8. Notices to Recipient Institution:  **Ms. Tran My Ngoc, President**  **Women’s Union of Vinh Cuu district**  Mobile: 0938795018  Email: [hpnvinhcuu@yahoo.com.vn](mailto:hpnvinhcuu@yahoo.com.vn);  [hlhpnvinhcuu@gmail.com](mailto:hlhpnvinhcuu@gmail.com);  Address at: Quarter 8, Vinh An town, Vinh Cuu district, Dong Nai province | 9. Notices to UNDP:  **Mrs. Ramla Khalidi**  **UNDP Resident Representative**  **Mrs. Hoang Thu Thuy**  **UNDP Programme Analysist**  Email: [hoang.thu.thuy@undp.org](mailto:hoang.thu.thuy@undp.org)  **Mrs. Nguyen Thi Thu Huyen**  **National Coordinator,**  **UNDP/GEF SGP**  Email: [nguyen.thi.thu.huyen@undp.org](mailto:nguyen.thi.thu.huyen@undp.org)  Address: Green One UN House  304 Kim Ma street, Hanoi, Viet Nam |
| 10. Signed for **Women’s Union of Vinh Cuu district** by its Authorized Representative  Date: Signature:  Name: **Mrs. Tran My Ngoc** Title: **President** | |
| 11. Signed for the **United Nations Development Programme** by its Authorized Representative  Date: Signature:  Name: **Mrs. Ramla Khalidi** Title: **Resident Representative** | |
| **The following documents constitute the entire Agreement between the Parties and supersedes all prior agreements, understandings, communications and representations concerning the subject matter:**  **this face sheet (“Face Sheet”)**  **Standard Terms and Conditions**  **Annex A – Low Value Grant Proposal**  **Annex B – Reporting Format**  **Annex C – Project Document for the Project funding this Grant Agreement** | |

**STANDARD TERMS AND CONDITIONS**

This **Low Value Grant Agreement** (hereinafter referred to as the “Agreement”) is made between the United Nations Development Programme, a subsidiary organ of the United Nations established by the General Assembly of the United Nations (hereinafter “UNDP”), and the Recipient Institution named in block 2 of the Face Sheet (the “Recipient Institution,” and together with UNDP, the “Parties”).

WHEREAS, UNDP provides support services to Ministry of Natural Resources, the Implementing Partner of the project named in block 3 of the Face Sheet (hereinafter referred to as “the Project”) and more specifically described in the project document “**Mainstreaming Natural Resource Management and Biodiversity Conservation Objectives into Socio-Economic Development Planning and Management of Biosphere Reserve in Viet Nam (Biosphere Reserve Project)** “, Project number **00095982** attached as **Annex C** (the “Project Document”), implemented at the request of the Government of the country named in block 1 of the Face Sheet;

WHEREAS, UNDP desires to provide funds to the Recipient Institution in the context of the Project for the purposes of undertaking the activities in the accepted Grant Proposal (the “Funds”), and on the terms and conditions hereinafter set forth; and

WHEREAS, the Recipient Institutionis ready and willing to accept such Funds from UNDP for the activities (the “Activities”) described in the accepted Grant Proposal in **Annex A** (the “Proposal”) on the terms and conditions hereinafter set forth in this agreement;

NOW, THEREFORE, the Parties hereto agree as follows:

**1.0 Responsibilities of the Recipient Institution**

1.1 The Recipient Institution agrees to undertake the Activities and achieve the deliverables described in the accepted Proposal (Annex A) with due diligence and efficiency, pursuant to the schedule set forth in the Proposal, and in accordance with the terms and conditions of this Agreement. The Activities must be undertaken in a manner consistent with the regulations, rules, policies and procedures of UNDP, and in accordance with the Project Document which forms an integral part of this Agreement. Funds provided pursuant to this Agreement shall be prudently managed by the Recipient Institution and used solely for the Activities to produce results specified in the Proposal.

1.2 The Recipient Institution agrees to reach the performance targets (the “Performance Targets”) as indicated in the accepted Proposal. If the Recipient Institution fails to meet its responsibilities outlined in this Agreement, or to attain at least 70% of any one Performance Target for any given year, then this will be considered grounds to suspend any further disbursement of Funds. The suspension shall remain in effect until the Recipient Institution has achieved the relevant Performance Targets.

1.3 The Recipient Institution shall inform UNDP about any problems it may face in attaining the objectives agreed upon.

**2.0 Duration**

2.1 This Agreement, prepared in two originals, shall become effective on the date of its signature by both the Recipient Institution and UNDP, acting through their duly Authorized Representatives, indicated in blocks 10 and 11 of the Face Sheet, and expire on the Implementation Period end date indicated in block 4 of the Face Sheet, unless earlier terminated pursuant to Article 6.4 or 7.9 below.

**3.0 Payments**

3.1 Subject to the express terms of this Agreement, UNDP shall provide Funds to the Recipient Institution in an amount not to exceed the amount set forth in block 5 of the Face Sheet according to the schedule set out in block 6 of the Face Sheet. Payments are subject to the Recipient Institution meeting the Performance Targets.

3.2 All payments shall be deposited into the Recipient Institution’s bank account, the details of which are set forth in block 7 of the Face Sheet.

3.3 The amount of payment of such Funds is not subject to any adjustment or revision because of price or currency fluctuations or the actual costs incurred by the Recipient Institutionin the performance of the Activities under this Agreement.

**4.0 Records, Information and Reports**

4.1 The Recipient Institutionshall maintain clear, accurate and complete records in respect of the Funds received under this Agreement. Upon completion of the Activities, or the termination of this Agreement, the Recipient Institution shall maintain the records for a period of at least five (5) years.

4.2 The Recipient Institutionshall furnish, compile and make available at all times to UNDP any records or information, oral or written, which UNDP may reasonably request in respect of the Funds received by the Recipient Institution.

4.3 The Recipient Institution shall provide progress reports (“Performance Reports”) including financial and narrative information, to UNDP at least 30 days before the expected release of the next tranche or at least annually within 30 days after the end of year until the activities have been completed. The Performance Report, including the financial reporting component, shall follow the format in **Annex B** and shall include certification by the Recipient Institution’s representative with institutional responsibility for financial reporting, including the certification date.

4.4 Within 30 days after completion of the Activities, the Recipient Institution shall provide UNDP with a final financial and narrative report with respect to all expenditures made from such Funds and indicating the results achieved, utilizing the reporting format contained in **Annex B**.

4.5 All further correspondence regarding the implementation of this Agreement should be addressed to the addresses set forth in blocks 8 and 9 of the Face Sheet, as applicable.

**5.0 Audits and Investigations**

5.1 Notwithstanding the above, UNDP shall have the right to audit or review the Recipient Institution’s related books and records as it may require, and to have access to the books and record of the Recipient Institution, as necessary.

5.2 The Recipient Institution acknowledges and agrees that, at any time, UNDP may conduct investigations relating to any aspect of the Agreement, the obligations performed under the Agreement, and the operations of the Recipient Institution generally. The right of UNDP to conduct an investigation and the Recipient Institution’s obligation to comply with such an investigation shall not lapse upon expiration or prior termination of the Agreement.

5.3 The Recipient Institution shall provide its full and timely cooperation with any such inspections, audits or investigations. Such cooperation shall include, but shall not be limited to, the Recipient Institution’s obligation to make available its personnel and any relevant documentation for such purposes at reasonable times and on reasonable conditions and to grant to UNDP access to the Recipient Institution’s premises at reasonable times and on reasonable conditions in connection with such access to the Recipient Institution’s personnel and relevant documentation. The Recipient Institution shall require its agents, including, but not limited to, the Recipient Institution’s attorneys, accountants or other advisers, to reasonably cooperate with any inspections, audits or investigations carried out by UNDP hereunder.

5.4 UNDP shall be entitled to a refund from the Recipient Institution for any amounts shown by such audits and investigations to have been used by the Recipient Institution other than in accordance with the terms and conditions of the Agreement. The Recipient Institution also agrees that, where applicable, donors to UNDP whose funding is the source of, in whole or in part, the Funds for the Activities, shall have direct recourse to the Recipient Institution for the recovery of any Funds determined by UNDP to have been used in violation of or inconsistent with this Agreement and/or the Proposal.

**6.0 Representations and Warranties**

6.1 The Recipient Institution represents and warrants that:

1. it has not and shall not offer any direct or indirect benefit arising from or related to the performance of the Agreement or the award thereof to any representative, official, employee, or other agent of UNDP.
2. neither it, its parent entities (if any), nor any of the Recipient Institution’s subsidiary or affiliated entities (if any) is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, *inter alia*, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child’s education, or to be harmful to the child’s health or physical, mental, spiritual, moral, or social development.
3. neither it, its parent entities (if any), nor any of the Recipient Institution’s subsidiaries or affiliated entities (if any) is engaged in the sale or manufacture of anti-personnel mines or components utilized in the manufacture of anti-personnel mines.
4. it shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by its employees or any other persons engaged and controlled by the Recipient Institution to perform any services under the Agreement. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, the Recipient Institution shall refrain from, and shall take all reasonable and appropriate measures to prohibit its employees or other persons engaged and controlled by it from exchanging any money, goods, services, or other things of value, for sexual favors or activities, or from engaging any sexual activities that are exploitive or degrading to any person. UNDP shall not apply the foregoing standard relating to age in any case in which the Recipient Institution’s personnel or any other person who may be engaged by the Recipient Institution to perform any services under the Agreement is married to the person less than the age of eighteen years with whom sexual activity has occurred and in which such marriage is recognized as valid under the laws of the country of citizenship of such personnel or such other person who may be engaged by the Recipient Institution to perform any services under the Agreement.
5. neither it, its parent entities (if any), nor any of the Recipient Institution’s subsidiary, affiliated entities (if any), suppliers and subcontractors is engaged in any transactions with, and/or the provision of resources and support to, individuals and organizations associated with, receiving any type of training for, or engaged in, any act or offense described in Article 2, Sections 1, 3, 4 or 5 of the International Convention for the Suppression of the Financing of Terrorism, adopted by the General Assembly of the United Nations in Resolution 54/109 of 9 December 1999.

6.2 The Recipient Institution shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the Agreement.

6.3 The Recipient Institution acknowledges that it has read the Project Document attached hereto as Annex C, including the section entitled “Risk Management”. The Recipient Institution hereby agrees that in undertaking the Activities in the Proposal, it will be bound, *mutatis mutandis*, by the obligations and agreements set forth in the Project Document as applicable to the Implementing Partner of the Project.

6.4 The Recipient Institution acknowledges and agrees that the provisions of this Article 6.0 constitute an essential term of the Agreement and that breach of any such representation and warranty or covenant shall entitle UNDP to terminate the Agreement immediately upon notice to the Recipient Institution, without any liability for termination charges or any other liability of any kind.

**7.0 General Provisions**

7.1 This Agreement and the Annexes attached hereto shall form the entire Agreement between the Parties, superseding the contents of any other negotiations and/or agreements, whether oral or in writing, pertaining to the subject of this Agreement.

7.2 The Recipient Institutionshall carry out all Activities described in the Proposal with due diligence and efficiency. Subject to the express terms of this Agreement, it is understood that the Recipient Institutionshall have exclusive control over the administration and implementation of the Activities and that UNDP shall not interfere in the exercise of such control. However, both the qualities of work and the progress being made toward successfully achieving the goals of the Activities shall be subject to review by the Project’s Steering Committee/Project Board. If at any time the Steering Committee/Project Board is not satisfied with the quality of work or the progress being made toward achieving such goals, the Steering Committee/Project Board may advise UNDP to: (i) withhold payment of Funds until in its opinion the situation has been corrected; or (ii) declare this Agreement terminated by written notice to the Recipient Institutionas described in Article 7.9 below; and/or seek any other remedy as may be necessary. The Steering Committee/Project Board's determination as to the quality of work being performed and the progress being made toward such goals shall be final and shall be binding and conclusive upon the Recipient Institution insofar as further payments are concerned.

7.3 UNDP undertakes no responsibility in respect of life, health, accident, travel or any other insurance coverage for any person which may be necessary or desirable for the purpose of this Agreement or for any personnel undertaking Activities under this Agreement. Such responsibilities shall be borne by the Recipient Institution.

7.4 The rights and obligations of theRecipient Institution are limited to the terms and conditions of this Agreement. Accordingly, the Recipient Institution and personnel performing services on its behalf shall not be entitled to any benefit, payment, compensation or entitlement except as expressly provided in this Agreement.

7.5 The Recipient Institution shall be fully responsible for all services performed by its personnel, agents, employees, contractors, subcontractors and any other party undertaking Activities in relation to implementing the Proposal on behalf of the Recipient Institution (hereinafter referred to as "Recipient Institution Personnel") and shall ensure that all of its obligations under this Agreement extend to the Recipient Institution Personnel. The Recipient Institution may not assign, transfer, pledge, or make any other disposition of the Agreement, of any part of it, or of any of its rights, claims or obligations under the Agreement, except with the prior written authorization of UNDP. Any authorized assignee or transferee shall be bound by the terms and conditions of this Agreement. The Recipient Institution may not use the services of subcontractor(s) unless prior written authorization is granted by UNDP. If such authorization is granted, the Recipient Institution shall ensure that such subcontractor(s) do not use further tiers of subcontractors, unless prior written authorization is granted by UNDP. Any authorized subcontractor shall be bound by the terms and conditions of this Agreement. The use of subcontractors shall not relieve the Recipient Institution of any of its obligations under this Agreement.

7.6 The Recipient Institutionshall indemnify, hold and save harmless, and defend at its own expense, UNDP, its officials and persons performing services for UNDP, from and against all suits, claims, demands and liability of any nature and kind, including their cost and expenses, on account of, based or resulting from, arising out of (or which may be claimed to arise out of) or relating to the acts or omissions of the Recipient Institution, Recipient Institution Personnel or other persons hired for the management of the present Agreement and the Project. The Recipient Institution shall be responsible for, and deal with all claims brought against it by any Recipient Institution Personnel.

7.7 If provided for in the Project Document (or if otherwise agreed between UNDP and the Government of the country named in block 1 of the Face Sheet), assets and equipment purchased with the Funds will become the property of the Recipient Institution. The Recipient Institutionshall be responsible for substantive and financial reporting on its use of the Funds to the Steering Committee set up to oversee grant making and/or the implementing partner, as defined in the Project Document. The assets and equipment shall be used for the purpose indicated in the Proposal throughout the period of this Agreement. Procurement of goods, services and technical assistance required under the Proposal will be conducted by the Recipient Institution in accordance with the principles of highest quality, transparency, economy and efficiency. Such procurement will be based on the assessment of competitive quotations, bids, or other proposals, unless otherwise agreed in writing by UNDP.

7.8 Ownership of patent rights, copyrights, and other similar rights (“Intellectual Property Rights”) to any discoveries, inventions or works resulting from implementation of the Activities under this Agreement shall vest in the Recipient Institution. Nonetheless, the Recipient Institution shall grant UNDP a perpetual, irrevocable, world-wide, non-exclusive and royalty-free license to use, reproduce, adapt, modify, distribute, sub-license and make use of such Intellectual Property Rights, including the ability to further license to program country governments in accordance with the requirements of the agreement between the UNDP and the government(s) concerned.

7.9 This Agreement may be terminated by either Party before completion of the Agreement by giving thirty (30) days written notice to the other Party, and the Recipient Institution shall promptly return any unutilized Funds to UNDP.

7.10 The Recipient Institution acknowledges that UNDP and its representatives have made no actual or implied promise of funding except for the amounts specified in this Agreement. Although project related documents may indicate a total amount of funds that could be available for this Recipient Institution, actual disbursements will be based upon the Recipient Institution meeting the Performance Targets. If any of the Funds are returned to UNDP or if this Agreement is rescinded, the Recipient Institutionacknowledges that UNDP will have no further obligation to theRecipient Institution as a result of such return or rescission.

7.11 No modification of or change to this Agreement, waiver of any of its provisions or additional contractual provisions shall be valid or enforceable unless previously approved in writing by the Parties or their duly authorized representatives in the form of an amendment to this Agreement duly signed by the Parties hereto.

7.12 The Parties shall try to settle amicably through direct negotiations, any dispute, controversy or claim arising out of or relating to the present Agreement, including breach and termination of the Agreement. If these negotiations are unsuccessful, the matter shall be referred to arbitration in accordance with United Nations Commission on International Trade Law Arbitration Rules. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy or claim.

7.13 Nothing in or relating to this Agreement shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations and UNDP.

7.14 Information and data that is considered proprietary by either Party and that is delivered or disclosed by one Party to the other Party during the term of this Agreement shall be considered confidential and shall be handled pursuant to the UNDP Information Disclosure Policy, not attached hereto but known to and in the possession of the Parties. The Recipient Institution may disclose information to the extent required by law, provided that and without any waiver of the privileges and immunities of the United Nations, the Recipient Institution will give UNDP sufficient prior notice of a request for the disclosure of information in order to allow UNDP to have a reasonable opportunity to take protective measures or such other action as may be appropriate before any such disclosure is made. UNDP may disclose information to the extent required pursuant to the Charter of the United Nations, resolutions or regulations of the General Assembly, or rules promulgated by the Secretary-General of the United Nations.

7.15 The Recipient Institution shall only use the name (including abbreviations), emblem or official seal of the United Nations or UNDP in direct connection with the Activities under this Agreement and upon receiving prior written consent of UNDP. Under no circumstances shall such consent be provided in connection with the use of the name (including abbreviations), emblem or official seal of the United Nations or UNDP for commercial purposes or goodwill.

7.16 The provisions of Article 4.1, Article 5.0, and Articles 7.3, 7.6, 7.7, 7.8, 7.12, 7.13, 7.14 and 7.15 shall survive and remain in full force and effect regardless of the expiry of the Project Implementation Period or the termination of this Agreement.

**ANNEX A**

**Low Value Grant Proposal**

**Date: 30 December 2022**

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| TO BE PREPARED BY THE RECIPIENT INSTITUTION. THIS PROPOSAL WILL BE SUBMITTED TO THE STEERING COMMITTEE/PROJECT BOARD FOR APPROVAL |

Project Title: “**Mainstreaming Natural Resource Management and Biodiversity Conservation Objectives into Socio-Economic Development Planning and Management of Biosphere Reserve in Viet Nam**” **(Biosphere Reserve Project)**.

Project number: **00095982/Output ID 00100000**

Name of the RECIPIENT INSTITUTION: **Women’s Union of Vinh Cuu district**

Total Amount of the Grant (in VND):  **3,525,000,000 (Equivalent to USD149,213)**

1. **PURPOSE OF THE GRANT**

Providing financial support to develop a project proposal with theoretical and practical bases and high feasibility to ensure expected results.

* **Indicate the purpose of the grant and describe the result(s) the grant is expected to achieve**

Promoting the quality and value of citrus fruits and mangoes in three communes Ma Da, Hieu Liem and Phu Ly, Vinh Cuu district, Dong Nai province to raise income for the local people as well as preserve nature and its resources in Dong Nai Biosphere Reserve

* **Explain why the grantee is uniquely suited to deliver on the objectives**

The grantee was pre-screened against GEF SGP eligibility and criteria and selected by the NSC in the appraisal of their concept note. The grantee was evaluated as competent, capable to coordinate and connect stakeholders (communities, businesses, local authorities), sustain and replicate project results.

**Overall Objective:** Providing technical and financial support for the people in 3 communes, Ma Da, Phu Ly and Hieu Liem, in Vinh Cuu district, Dong Nai province to promote the quality and value of citrus fruit products (oranges, tangerines, grapefruits) and mangoes through safe production, climate adaptation, and solutions for rational collection, storage, processing and market access, ultimately increasing income and reducing pressures on natural resources in Dong Nai Biosphere Reserve.

**Specific Objectives:**

1. At least 500 households and local officials in 3 communes participate in training courses as well as receive technical and financial support for activities related to planting, tending, harvesting, conservation management, processing and consumption of citrus and mango products. It is expected that households will have improved and more stable income after 2 years of participating in the project;
2. 3 Community Development Funds *(also known as Revolving Fund),* with a total budget of about 2.1-2.2 billion VND (700 million VND/commune) are established and operationalized in 3 communes. About 500 households, being mainly poor, near-poor and middle-income, can access small loans from the Fund;
3. 3 Community Development Fund Management Boards for 3 communes are established and operated by the Management Board and the Project Supervision Board. Under the Boards, Production Team / Loan Team, Product Sales Support Team, Preliminary Processing & Processing Team are groups participating in training courses and receiving support from the project for activities;
4. Facilitate participating households’ awareness of the project and its activities, contributing to the eventual successes of nature’s conservation.

**Expected Results:**

* Result 01: 500 households growing citrus and mango in Ma Da, Hieu Liem and Phu Ly will receive technical support in terms of production, collection, preservation, processing, marketing, and others to improve production and consumption of cultivated products for the families;
* Result 02: 3 Community Development Funds (Revolving Fund) will be deployed in 3 communes, with an estimated capital of about 2.1 billion VND. This fund will be managed by the Management Board (MB) of the Community Development Fund of the communes. Under the Board, there will be established Production Team/Loan Team, Product Sales Support Team and Preliminary Processing & Processing Team. 500 households will receive small loans (~ equivalent to about VND 10,000,000 - VND 15,000,000/household) through investment in fertilizers or supplies in existing family gardens. In addition, the groups will also receive the project's support to promote production and processing activities... in order to improve the quality and value of orange, tangerine, pomelo and mango products;
* Result 03: Information and activities about the project are communicated to citrus and mango growing households in 3 communes. Nature conservation will also be incorporated into the project's communication activities. Citrus and mango growers of 3 communes Ma Da, Phu Ly and Hieu Liem will receive support from the project to connect with viable markets regarding distribution and return on investment;
* Results 04: The project is implemented, monitored, and evaluated effectively for 02 years from March 2023 to March 2025 in order to achieve the goals and proposed results.

**Activities to achieve objective/result 1: Capacity building for officials and households in improving the quality and value of citrus and mango products**

* **Activity 1.1:** Introductory training on organic agriculture & safe production as well as best practices on transition from traditional production to organic and safe production.
* **Activity 1.2:** Technical training on IMO, micro-fertilizers, composting, organic pesticides, soil improvement techniques, and others in fruit tree planting.
* **Activity 1.3:** Training on harvesting, preserving and processing techniques for citrus and mango products.
* **Activity 1.4**: Training on market access and development for commune officials and members from the product consumption support groups of 3 communes
* **Activity 1.5:** Training for the Management Board of the Community Development Funds, the Production Teams, Product Consumption Support Teams and the Product Processing Support Teams.

**Activities to achieve objective/result 2: 3 Community Development Funds and activities for task-specific teams under the Management Boards**

* **Activity 2.1:** Establish Management Board of Community Development Funds in citrus and mango production in 3 communes.
* **Activity 2.2:** Establish task-specific groups: The production team/loan team, the product consumption support team and the product pre-processing & processing team in 3 communes.
* **Activity 2.3:** Appraise documents and provide support to people in the form of initial support with materials, financial capitals, monitoring, supervision and capital recovery.
* **Activity 2.4:** Support the planting and care of citrus and mango species in 3 communes.
* **Activity 2.5:** Supporting activities of preliminary processing & processing of citrus fruit and mango products.
* **Activity 2.6:** Supporting activities of collecting, consuming, and distributing citrus fruit and mango products

**Activities to achieve objective/result 3: Market access and awareness raising**

* **Activity 3.1:** Support the Management Board of Community Development Funds and representatives of groups to participate in agricultural/new product fairs in Dong Nai province or Ho Chi Minh city.
* **Activity 3.2:** Support the Management Board of the Community Development Funds and the Product Sales Support Teams regarding advertising and online sales channels (fanpage, facebook group, youtube etc.).
* **Activity 3.3:** Communications about the Community Development Funds, sustainable farming techniques and project activities via the broadcasting speakers in 3 communes
* **Activity 3.4:** Organize fruit festivals in 3 communes to introduce fruit products and activities/models of the project as well as the Community Development Funds and sustainable farming techniques
* **Activity 3.5:** Workshop to share experiences regarding project activities among 3 communes and other organizations in Vinh Cuu district as well as experts from research institutes and universities

**Activities to achieve objective/result 4: Project management, monitoring, and evaluation**

* **Activity 4.1:** Project inception & closing workshops
* **Activity 4.2:** Establishment of the Executive Board and Project Supervision Board
* **Activity 4.3:** Project management, monitoring and evaluation
  + - 1. **PROPOSED ACTIVITIES AND WORK PLAN**

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| **PLANNED ACTIVITIES** | **Timeline** | | | | | | | | **Planned Budget for the Activity** |
| **First year (2023)** | | | | **2nd year (2024)** | | | |
| **Q1** | **Q2** | **Q3** | **Q4** | **Q1** | **Q2** | **Q3** | **Q4** | **VND** |
| **Component 1: Capacity building for officials and households in improving the quality and value of citrus and mango products** |  |  |  |  |  |  |  |  | **365,820,000** |
| *Activity 1.1:* Introductory training on organic agriculture & safe production as well as best practices on transition from traditional production to organic and safe production. | X |  |  |  |  |  |  |  | 67,480,000 |
| *Activity 1.2:* Technical training on IMO, micro-fertilizers, composting, organic pesticides, soil improvement techniques, and others in fruit tree planting. |  | X |  |  |  |  |  |  | 107,980,000 |
| *Activity 1.3:* Training on harvesting, preserving and processing techniques for citrus and mango products. |  |  | X |  |  |  |  |  | 63,540,000 |
| *Activity 1.4*: Training on market access and development for commune officials and members from the product consumption support groups of 3 communes | X |  |  |  |  |  |  |  | 53,140,000 |
| *Activity 1.5:* Training for the Management Board of the Community Development Funds, the Production Teams, Product Consumption Support Teams and the Product Processing Support Teams. | X |  |  |  |  |  |  |  | 73,680,000 |
| **Component II: 3 Community Development Funds and activities for task-specific teams under the Management Boards** |  |  |  |  |  |  |  |  | **2,415,640,000** |
| *Activity 2.1:* Establish Management Board of Community Development Funds in citrus and mango production in 3 communes. | X |  |  |  |  |  |  |  | 25,540,000 |
| *Activity 2.2:* Establish task-specific groups: The production team/loan team, the product consumption support team and the product pre-processing & processing team in 3 communes. | X |  |  |  |  |  |  |  | 31,300,000 |
| *Activity 2.3*: Appraise documents and provide support to people in the form of initial support with materials, financial capitals, monitoring, supervision and capital recovery. | X | X | X | X | X | X | X | X | 2,216,200,000 |
| *Activity 2.4:* Support the planting and care of citrus and mango species in 3 communes. | X | X | X | X | X | X | X | X | 45,250,000 |
| *Activity 2.5:* Supporting activities of preliminary processing & processing of citrus fruit and mango products. | X | X | X | X | X | X | X | X | 56,550,000 |
| *Activity 2.6:* Supporting activities of collecting, consuming, and distributing citrus fruit and mango products | X | X | X | X | X | X | X | X | 40,800,000 |
| **Component III: Market access and awareness raising** |  |  |  |  |  |  |  |  | **286,200,000** |
| *Activity 3.1:* Support the Management Board of Community Development Funds and representatives of groups to participate in agricultural/new product fairs in Dong Nai province or Ho Chi Minh city. |  | X |  | X |  | X |  | X | 54,600,000 |
| *Activity 3.2:* Support the Management Board of the Community Development Funds and the Product Sales Support Teams regarding advertising and online sales channels (fanpage, facebook group, youtube etc.). |  | X | X | X | X | X | X | X | 17,000,000 |
| *Activity 3.2:* Support the Management Board of the Community Development Funds and the Product Sales Support Teams regarding advertising and online sales channels (fanpage, facebook group, youtube etc.). | X |  | X |  | X |  | X | X | 28,900,000 |
| *Activity 3.4*: Organize fruit festivals in 3 communes to introduce fruit products and activities/models of the project as well as the Community Development Funds and sustainable farming techniques |  |  |  | X |  |  |  |  | 147,800,000 |
| *Activity 3.5:* Workshop to share experiences regarding project activities among 3 communes and other organizations in Vinh Cuu district as well as experts from research institutes and universities |  |  |  |  |  | X |  |  | 37,900,000 |
| **Component IV: Project management, monitoring and evaluation** |  |  |  |  |  |  |  |  | **457,340,000** |
| *Activity 4.1:* Project inception & closing workshops | X |  |  |  |  |  |  | X | 27,200,000 |
| *Activity 4.2:* Establishment of the Executive Board and Project Supervision Board | X | X |  |  |  |  |  | X | 72,750,000 |
| *Activity 4.3:* Project management, monitoring and evaluation | X | X | X | X | X | X | X | X | 61,340,000 |
| *Activity 5: Other cost* |  |  | X |  |  | X |  | X | 119,800,000 |
| *Management fee (5%)* |  |  |  |  |  |  |  | X | 176,250,000 |
| **TOTAL (VND)** |  |  |  |  |  |  |  |  | **3,525,000,000** |

* + - 1. **PERFORMANCE TARGETS**

State the indicators for measuring results that will be achieved using the grant. At least one indicator is required. More can be used if useful to more fully measure the results that are expected to be achieved:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **TT** | **Activities** | **INDICATOR(S)** | **Data Source/ Baseline** | | **Milestones** |
| **I** | ***Component 1: Capacity building for officials and households in improving the quality and value of citrus and mango products*** | | | | *Final Targets* |
| 1.1 | ***Activity 1.1:*** Introductory training on organic agriculture & safe production as well as best practices on transition from traditional production to organic and safe production. | Number of training classes  Number of participants  Number of experts and implementing staff  Training time  Number of training contents and topics  Number of training materials  Training beneficiaries  Ratio of sex and ethnicity Replication and Effective Pedagogy  Complete training results report. | | Contract to hire experts  Invitation and training schedule  Training materials  List of participants in the training class  Training class report  Photos of training activities | 3 classes with 30 people per class, 2 days/class; 2 experts and implementing staff; at least 3-5 training topics with 1 set of printed materials distributed to trainees; 70% - 80% villagers and 20% - 30% commune officials; 15% ethnic minorities; 40% - 50% women and local people to the forest; 95% - 100% participants understanding the content; 60% - 80% participants sharing and re-instructing others; 1 report |
| 1.2 | ***Activity 1.2:*** Technical training on IMO, micro-fertilizers, composting, organic pesticides, soil improvement techniques, and others in fruit tree planting. | Number of training classes  Number of participants  Number of experts and implementing staff  Training time  Number of training contents and topics  Number of training materials  Training beneficiaries  Ratio of sex and ethnicity Replication and Effective Pedagogy  Complete training results report. | | Contract to hire experts  Invitation and training schedule  Training materials  List of participants in the training class  Training class report  Photos of training activities | 9 classes with 30 people per class in 2 days/class; 4 experts and implementing staff; at least 3-5 training topics with 1 set of printed materials distributed to trainees; 90% - 95% villagers and 5% - 10% local officials; 20%-30% ethnic minorities; 40% women; 95% - 100% participants understanding the content; 60% - 70% participants sharing and re-instructing others; 1 report |
| 1.3 | ***Activity 1.3:*** Training on harvesting, preserving and processing techniques for citrus and mango products. | Number of training classes  Number of participants  Number of experts and implementing staff  Training time  Number of training contents and topics  Number of training materials  Training beneficiaries  Ratio of sex and ethnicity Replication and Effective Pedagogy  Complete training results report. | | Contract to hire experts  Invitation and training schedule  Training materials  List of participants in the training class  Training class report  Photos of training activities | 3 classes with at least 20 people per class, 2 days/class; 2 experts and implementing staff; at least 3-5 training topics with 1 set of printed materials distributed to trainees; 85% - 90% residents from the 3 communes and 10% - 15% commune officials; 10%-20% ethnic minorities; 40%-50% women; 80% - 100% participants understanding the content; 70% - 80% participants sharing and re-instructing others; 1 report |
| 1.4 | ***Activity 1.4***: Training on market access and development for commune officials and members from the product consumption support groups of 3 communes | Number of training classes  Number of participants  Number of experts and implementing staff  Training time  Number of training contents and topics  Number of training materials  Training beneficiaries  Ratio of sex and ethnicity Replication and Effective Pedagogy  Complete training results report. | |  | 3 classes with at least 20 people per class, 2 days/class; 2 experts and implementing staff; at least 3-5 training topics with 1 set of printed materials distributed to trainees; 85% - 90% residents from the 3 communes and 10% - 15% commune officials; 5%-10% ethnic minorities; 40%-50% women; 80% - 90% participants understanding the content; 70% participants sharing and re-instructing others; 1 report |
| 1.5 | ***Activity 1.5:*** Training for the Management Board of the Community Development Funds, the Production Teams, Product Consumption Support Teams and the Product Processing Support Teams. | Number of training classes  Number of participants  Number of experts and implementing staff  Training time  Number of training contents and topics  Number of training materials  Training beneficiaries  Ratio of sex and ethnicity Replication and Effective Pedagogy  Complete training results report. | |  | 3 classes with at least 30 people per class, 2 days/class; 2 experts and implementing staff; at least 3-5 training topics with 1 set of printed materials distributed to trainees; 85% - 90% residents from the 3 communes and 10% - 15% commune officials; 20%-40% ethnic minorities; 40%-50% women; 90% - 100% participants understanding the content; 70%-80% participants sharing and re-instructing others; 1 report |
| **II** | ***Component II: 3 Community Development Funds and activities for task-specific teams under the Management Boards*** | | | |  |
| 2.1 | ***Activity 2.1:*** Establish Management Board of Community Development Funds in citrus and mango production in 3 communes. | Number of members of the Board  Number of briefing sessions  Board’s regulations  Annual workplan  Number of activities  Annual report  Number of experts and implementing staff | | Operation Regulations  Annual Workplan  Briefing Minutes  Notetaking and activity report  Pictures of activities organized or attended by the Organizing Committee | 5 people/commune on the Board  Board’s regulations are developed and applied  2 – 3 activities/year  1 annual report and workplan  At least 2 experts and implementing staff |
| 2.2 | ***Activity 2.2****:* Establish task-specific groups/groups: The production team/loan team, the product consumption support team and the product pre-processing & processing team in 3 communes. | Teams’ monthly/quarterly plan  Monthly or quarterly meetings  Number of activities  Reports  Number of members  Number of operations supporting groups  Number of supported supplies  Number of experts and implementing staff | | Operation Regulations  Annual Workplan  Briefing Minutes  Notetaking and activity report  Group activity photos | Monthly/quarterly activity plans  Meetings once a month and quarter for each group  1 report/quarter  At least 2 experts and implementing staff |
| 2.3 | ***Activity 2.3*:** Appraise documents and provide support to people in the form of initial support with materials, financial capitals, monitoring, supervision and capital recovery. | The fund’s Operation Regulations  Numbers of households receiving the loans  Amount disbursed per quarters, 6 months, 1 year  Number of expert and implementing staff  Complete Activity report  The fund’s accounting report | | Completed Regulations and Approved Regulations Decisions  Fund Activity report  Pictures and documents related to the activity | 1 copy of the Fund’s operation regulations  At least 500 households eligible for the loans  At least 4 experts and implementing staff  1 complete activity report  1 accounting report/quarter |
| 2.4 | ***Activity 2.4:*** Support the planting and care of citrus and mango species in 3 communes | Number of households and groups receiving technical support  Number of poor and near poor households  Number of ethnic minority households  Number of artist guests  Number of knowledge-sharing meetings for the Production Team  Number of support staff  Activity report | | Activity Report  Photos and other documents | At least 500 households receiving technical support  At least 2 invited artists  1 meeting monthly and quarterly  2- 4 support officers  1 activity report |
| 2.5 | ***Activity 2.5:*** Supporting activities of preliminary processing & processing of citrus fruit and mango products. | Number of groups receiving technical and financial support  Number of artist guests  Number of surveying work trips  Number of knowledge-sharing meetings for the Product Sales Support Team  Number of support staff  Activity report | | List of Teams, members of Teams  List of Artists  Meeting minutes  Photos  Activity Report  Travel schedule for the surveys | At least 3 groups receiving technical and financial support  At least 2 artists  At least 3 work trips  1 meeting monthly and quarterly  2 support officers  1 activity report |
| 2.6 | ***Activity 2.6:*** Supporting activities of collecting, consuming, and distributing citrus fruit and mango products | Number of groups receiving technical and financial support  Number of artist guests  Number of knowledge-sharing meetings for the Production Team  Number of products tested and processed  Number of support staff  Activity report | | List of Teams, members of Teams  List of Artists  Meeting minutes  Photos  Activity report  Number of products tested and evaluated | 3 teams receiving technical and financial support  At least 2 artists  1 meeting monthly and quarterly  At least 3-5 products per group (Ma Da focuses on mangoes, Phu Ly has both mango and citrus products, Hieu Liem has citrus fruit products)  2 support officers  1 Activity report |
|  | **Component III: Market access and awareness raising** | | | |  |
| 3.1 | ***Activity 3.1:*** Support the Management Board of Community Development Funds and representatives of groups to participate in agricultural/new product fairs in Dong Nai province or Ho Chi Minh city. | Number of people participating in fairs and exhibitions  Number of registered booths at fairs and exhibitions  Number experts and support staff  Activity report | | List of participating households  Annual performance report  Activity summary report | 2 staff members  1 activity report |
| 3.2 | ***Activity 3.2*:** Support the Management Board of the Community Development Funds and the Product Sales Support Teams regarding advertising and online sales channels (fanpage, facebook group, youtube etc.). | Number of sales and promotion channels  Number of members of the Product Sales support team  Number of reports | | List of members receiving technical guidance | 1 report |
| 3.3 | ***Activity 3.3:*** Communications about the Community Development Funds, sustainable farming techniques and project activities via the broadcasting radios in 3 communes | Number of radio broadcasts  Number of communication contents  Number of impression and reach  Duration and frequency of radio broadcasts  Activity report  Number of support staff and commune officials | | Agreement or contract signed with the cultural committee of the commune  Radio broadcasts writings  Records of the broadcasts  Communiation diary  Snapshot of the activity | 2 fixed radios and 2 mobile radios  At least 5-6 topics  50,000 – 70,000 people reached, equivalent to 10,000 – 15,000 households in Thanh Son and Gia Canh  15 – 30 min/broadcast for 2 – 3 broadcasts  1 activity report  At least 1 expert, 1 support officer, 9 village heads, 2 commune cultural officers |
| 3.4 | ***Activity 3.4*:** Organize fruit festivals in 3 communes to introduce fruit products and activities/models of the project as well as the Community Development Funds and sustainable farming techniques | Number of activities, games, contests during the festival  Festival duration  Reach/impression per commune  Activity report  Number of support staff and commune officials | | Festival program  Activity report  Photos and videos  Number of posts | 1 festival day/commune  1 activity report |
| 3.5 | ***Activity 3.5:*** Workshop to share experiences regarding project activities among 3 communes and other organizations in Vinh Cuu district as well as experts from research institutes and universities | Number of participants in the workshop  Conference schedule and plan  Number of presentations in the workshop  Activity report  Number of support staff and commune officials | | Seminar program  List of seminar participants  Workshop report  Workshop photos | 1 activity report |
|  | **Component IV: Project management, monitoring and evaluation** | | | |  |
| 4.1 | ***Activity 4.1:*** Project inception & closing workshops | Number of attendees  Conference schedule and agenda  Number of speeches and presentations  Conference summary report | | Seminar program  List of delegates  Conference speeches/presentations  Activity summary report | 50 attendees/workshop  2 seminars  At least 3 speeches/presentations  1 report |
| 4.2 | ***Activity 4.2:*** Establishment of the Executive Board and Project Supervision Board | Number of members to the Executive Board and Project Supervision Board  Number of regular meetings for the Executive Board and Supervision Board Operational regulations/principles of both Boards  Operational Plan (optional) | | Regular meeting schedule  Meeting minutes  Photos of meetings | 5 members/Boards |
| 4.3 | ***Activity 4.3:*** Project management, monitoring and evaluation | Number of periodic monitoring and evaluation sessions  Number of technical reports, mid-term evaluation, and financial report  Number of operational plans and budget estimates  Seminar/preliminary meeting  Number of documents to be translated Number of projects activities  Number of UNDP-GEF SGP program projects | | Technical and financial reports quarterly, 06 months, 01 year and 02 years.  Operational plan and budget table for each quarter.  Number of meetings and content of meetings of the Executive Board and Supervisory Board.  Translated documents.  Documented documents.  Number of rounds of monitoring and evaluation performed.  Project images, videos and documents. | 4 M&E sessions (6 months, 1 year, 1.5 year, and 2 year)  Technical reports, mid-term and financial report quarterly or every 6 months, once a year  Operational plans for 8 quarters  Meetings for mid-term and 1 year evaluation  At least 4 documents to be translated |

* + - 1. **RISK ANALYSIS:**

Indicate relevant risks to achieving the grant objectives and mitigation measures that will be taken. Risks include security, financial, operational, social and environmental or other risks.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Risks** | **Possibility** | **Risk Rating** | **Mitigation Measures** |
| 1 | Natural disasters such as droughts, floods, and erratic weather changes affecting the cultivation of citrus and mango | Medium | Medium | Improve weather information, adjust the crop calendar for citrus and mango trees appropriately |
| 2 | Harvest seasons affecting people's participation in project activities | Medium | Medium | Adjust the timing for project’s activities. Group meeting activities can be held in the evening or appropriate groups of participants can be selected alternatively |
| 3 | Customs and practices such as weddings and funerals affecting people's participation in projects | Low | Medium | Reschedule project events and activities accordingly |
| 4 | The lack of enthusiasm to participate in local people | Low | Medium | Promote communications with practical and specific actions or seek support from influential people in the community to encourage participation. |
| 5 | The lack of cooperation between relevant agencies in project implementation | Medium | Medium | Develop a collaborative mechanism (project implementation agreement) between relevant parties right before the project implementation to promote information gathering and exchange |
| 6 | Market prices for citrus and mango seeds are not stable, depending on traders, affecting households participating in the project | Medium | Medium | Promote communications, persuasion and analysis to increase consensus and enthusiasm of participating households.  Support to find consumption clues and change the direction of farming from traditional to organic to improve the price and quality of the product. |
| 7 | Untimeliness of financial resources | Low | Medium | Prepare procedures for disbursement and payment according to regulations |
| 8 | Difficulty in mobilizing resources and funding | Medium | Medium | Affirming commitment when designing the project. Continue to advocate and propose for more finances |

* + - 1. **GRANT BUDGET OF RECIPIENT INSTITUTION (in VND)**

**PERIOD COVERING from 31 December 2022 to 31 December 2024**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **General Category of Expenditures** | **Tranche 1**  **(50%)** | **Tranche 2**  **(28%)** | **Tranche 3**  **(20%)** | **Tranche 4**  **(2%)** | **Total** |
| Personnel | 246,900,000 | 138,264,000 | 98,760,000 | 9,876,000 | 493,800,000 |
| Transportation | 31,950,000 | 17,892,000 | 12,780,000 | 1,278,000 | 63,900,000 |
| Premises | - | - | - | - |  |
| Training/Seminar/ Workshops, etc. | 285,055,000 | 159,630,800 | 114,022,000 | 11,402,200 | 570,110,000 |
| Contracts | 1,050,000,000 | 588,000,000 | 420,000,000 | 42,000,000 | 2,100,000,000 |
| Equipment/Furniture | - | - | - | - |  |
| Others [Management Cost] | 148,025,000 | 82,894,000 | 59,210,000 | 5,921,000 | 296,050,000 |
| Miscellaneous | 570,000 | 319,200 | 228,000 | 22,800 | 1,140,000 |
| **Total** | **1,762,500,000** | **987,000,000** | **705,000,000** | **70,500,000** | **3,525,000,000** |

***\**** *Please note that all budget Lines are for costs related only to grant Activities.*

***\*\**** *These budget categories and number of tranches are suggested guidelines. The Recipient may choose alternates which more accurately reflect their expense items and needs.*

***\*\*\**** *Add as many tranches columns as necessary*

**Annex B**

**REPORTING FORMAT**

|  |
| --- |
| THE NARRATIVE AND THE FINANCIAL REPORT TO BE PREPARED BY THE RECIPIENT INSTITUTION. |

**Recipient Institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Year\_\_\_\_\_\_\_

**Period covering this report:**

* This report must be completed by the Recipient Institution and accepted by UNDP
* The Recipient Institution must attach any relevant evidence to support the activities reported
* The information provided below must correspond to the information that appears in the financial report
* Attach the accepted grant proposal to this report

**Performance:**

1. **Workplan Performance** (cumulative, including the current period)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **COMPLETED ACTIVITIES** | **Timeline2** | | | | **Planned Budget for the Activity**  **(in grant currency)3** | **Funds Delivered for the Activity**  **(in grant currency)** |
| T1 | T2 | T3 | T4 |
| 1.1 Activity |  |  |  |  | $ |  |
| 1.2 Activity |  |  |  |  | $ |  |
| 1.3 Activity |  |  |  |  | $ |  |
| **Total** | | | | | $ |  |

1. **Performance Targets**

| **INDICATOR(S)** | **Data Source** | **Baseline** | **Reporting Period Milestone/Target** | **Reporting Period Actual Performance Against the Target** |
| --- | --- | --- | --- | --- |
| 1.1 |  |  |  |  |
| 1.2 |  |  |  |  |

1. **Challenges and Lessons Learned:**

**Financial Reporting:** \*Note: Financial reporting can be in local currency but cannot exceed the grant value in USD.

|  |  |  |
| --- | --- | --- |
| General Category of Expenditures | Budgeted Amount | Actual Expense |
| Personnel |  |  |
| Transportation |  |  |
| Premises |  |  |
| Training, Workshops, etc. |  |  |
| Contracts (e.g., Audit) |  |  |
| Equipment/Furniture (Specify) |  |  |
| Other [Specify] |  |  |
| Miscellaneous |  |  |
| TOTAL |  |  |