**SUSTAINABLE MEKONG RESEARCH NETWORK (SUMERNET)**

**Partnership for Long-term Climate-Resilient Mekong through Just and Sustainable Transitions (SUMERNE PLUS)**

**SCOPING STUDY GRANT**

**\_\_\_\_\_\_\_**

**Proposal Form**

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| **Select Scoping Study topic you are applying for:**  ***(Mark “X” where applicable)*** | | | | | | | | | | |
| **Scoping study No.1** “Best Practice, Innovation and Pathways to Climate Resilience”.  This study will take stock of SUMERNET over the past 20 years regarding the best practice and lessons learned on technical and social innovations for constructing innovative pathways to climate resilience over the next two decades. | | | | | | | | | |  |
| **Scoping study No.2** ““Mapping Key Actors, Priority Needs, and Strategic Engagement Opportunity for Climate Resilience”.  This study will identify key actors, their priority needs in terms of policies and practice, and opportunities to cooperate in building climate resilience in the Mekong Region. | | | | | | | | | |  |
| **Duration & Tentative Starting Date**  *(Within 6 months: latest starting day 1 January 2026 or as soon as contract signed)* | | | | | | | | | | |
| From **dd-mm-yyyy** to **dd-mm-yyyy** | | | | | | | | | | |
| **Lead Organization (Implementing Partner)** | | | | | | | | | | |
| **Organization Name:** | | | |  | | | | | | |
| **Organization Type :**   * *Academic Institution* * *Research Organization/Think Tank* * *NGO /CSO* * *Private Sector* * *International organization* * *Other (Please specify):\_\_\_\_\_\_* | | | |  | | | | | | |
| **Country (base of organization):** | | | | List only four countries for selection (Cambodia, Laos, Thailand and Vietnam) | | | | | | |
| **[Registration](https://sei.submittable.com/submit/339152/sumernet-plus-call-for-application-scoping-study-grants) Number:** | | | |  | | | | | | |
| **Year Established:** | | | |  | | | | | | |
| **Address:** | | | |  | | | | | | |
| **Website:** | | | |  | | | | | | |
| **Primary Contact Person-Full Name:** | | | |  | | | | | | |
| **Position at the Organization:** | | | |  | | | | | | |
| **Email:** | | | |  | | | | | | |
| **Phone Number (Including country code):** | | | |  | | | | | | |
| **Alternative Contact Email:** | | | |  | | | | | | |
| **Organizational Eligibility & Experience** | | | | | | | | | | |
| **Eligibility Confirmation (insert “X”):** | | | | | | | | | | |
| I confirm that our organization is NOT a government organization registered as a public entity from Cambodia  *(Insert Yes/No)* | | | | |  | | | | | |
| I confirm that our organization has legal status to receive international grants  *(Insert Yes/No)* | | | | |  | | | | | |
| **Previous SUMERNET/Mekong Experience:** | | | | | | | | | | |
| Have you previously received grants or contracts from SUMERNET, Mekong Think Tank or SEI?  *(Insert Yes/No)* | | | |  | | | | | | |
| If yes, please provide details:   * Grant tittle: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Grant Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Organization receiving the grant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Brief Description: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Role for that Grant:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |  | | | | | | |
| **Organizational Experience**  Please provide evidence of your organization's experience in the following areas: | | | | | | | | | | |
| Regional research and policy analysis experience:  *(Short description)* | | | |  | | | | | | |
| Demonstrated experience in conducting similar studies in the Mekong Region  *(Short description)* | | | |  | | | | | | |
| Understanding of Mekong region development challenges:  *(Short description)* | | | |  | | | | | | |
| Track record in stakeholder engagement:  *(Short description)* | | | |  | | | | | | |
| Experience with climate resilience, sustainability, water management, community & policy engagement:  *(Short description)* | | | |  | | | | | | |
| Experience in integrating gender equality, disability and social inclusion and human rights based approach into climate and environmental research and studies.  *(Short description)* | | |  | | | | | | | |
| **Financial management capacity for international grants** | | | | | | | | | | |
| Annual audit reports available  *(Insert Yes/No)* | | | |  | | | | | | |
| Previous international grant management experience  *(Insert Yes/No)* | | | |  | | | | | | |
| Only the project team with a dedicated finance/administration staff to support project implementation and financial reporting can be granted.  *Please list down the name(s), brief background/experience, and contact address of the finance person/administration staff (s) in charge for the project if it is funded.* | | | |  | | | | | | |
| **Team Composition & Expertise** | | | | | | | | | | |
| **Project Team Leader (Must be SUMERNET network member):**   * **Full Name:** * **Organization:** * **Position:** * **Email:** * **Years of relevant experience:** * **Key relevant expertise:** * **Gender (Male, Female, Non-Binary, Prefer not to say):** * **Nationality:** * **Country of duty station:** | | | |  | | | | | | |
| **Core Team Member 1:**   * **Full Name:** * **Role in the project:** * **Organization:** * **Position:** * **Email:** * **Years of relevant experience:** * **Key relevant expertise:** * **Gender (Male, Female, Non-Binary, Prefer not to say):** * **Nationality:** * **Country of duty station:** | | | |  | | | | | | |
| **Core Team Member 2:**   * **Full Name:** * **Role in the project:** * **Organization:** * **Position:** * **Email:** * **Years of relevant experience:** * **Key relevant expertise:** * **Gender (Male, Female, Non-Binary, Prefer not to say):** * **Nationality:** * **Country of duty station:** | | | |  | | | | | | |
| **Core Team Member 3:**   * **Full Name:** * **Role in the project:** * **Organization:** * **Position:** * **Email:** * **Years of relevant experience:** * **Key relevant expertise:** * **Gender (Male, Female, Non-Binary, Prefer not to say):** * **Nationality:** * **Country of duty station:** | | | |  | | | | | | |
| **Core Team Member 4:**   * **Full Name:** * **Role in the project:** * **Organization:** * **Position:** * **Email:** * **Years of relevant experience:** * **Key relevant expertise:** * **Gender (Male, Female, Non-Binary, Prefer not to say):** * **Nationality:** * **Country of duty station:** | | | |  | | | | | | |
| **Team Characteristics** | | | | | | | | | | |
| **Multi-country team composition:**  *(Insert Yes/No)* | | | |  | | | | | | |
| **Countries represented:**  **(List down)** | | | | * **xxx** * **xxx** * **xxx** * **xxx** * **xxx** * **xxx** | | | | | | |
| Young professionals included (under 35 years)  *(Insert Yes/No). If yes, list the name and age of individual young professionals.* | | | |  | | | | | | |
| **Gender balance: (Yes/No)**   * Man: [number] * Women: [number] * Non-binary: [number] * Prefer not to say : [number] | | | |  | | | | | | |
| **People with disability: (Yes/No)**  **If yes, identify the number.** | | | |  | | | | | | |
| **Team members from indigenous groups and people with diverse ethnicities: (Yes/No)**  **If yes, identify the number.** | | |  | | | | | | | |
| Previous collaboration with SEI, SUMERNET or relevant networks  *(Yes/No and elaborate)* | | | |  | | | | | | |
| Experience with participatory research methods  *(Yes/No and elaborate)* | | | |  | | | | | | |
| Past research experience with similar stakeholder engagement in the Mekong region  *(Yes/No and elaborate)* | | |  | | | | | | | |
| **Technical Proposal** | | | | | | | | | | |
| Study Objectives Understanding  *(Please demonstrate your clear understanding of the selected study objectives)*  *No more than 200 words* | | | |  | | | | | | |
| Methodology  *(Proposed research methodology)*  *No more than 300 words*  *(Note: Please also explain how you integrate gender equality, disability and social inclusion into the design)* | | | |  | | | | | | |
| Innovation in research design  *(Short description)*  *No more than 200 words* | | | |  | | | | | | |
| Participatory elements planned  *(Short description)*  *No more than 200 words* | | | |  | | | | | | |
| **Project Feasibility** | | | | | | | | | | |
| How is your proposed approach feasible with tentative timeline identified in the call and within the 6-month timeframe?  *No more than 100 words* | | | |  | | | | | | |
| What are the main challenges anticipated, and mitigation strategies?  *No more than 100 words* | | | |  | | | | | | |
| **Stakeholder Engagement Strategy** | | | | | | | | | | |
| Key stakeholders to be engaged:  *(List down and elaborate)*  *No more than 200 words* | | | |  | | | | | | |
| Engagement methods and timeline:  *(Short description)*  *No more than 100 words* | | | |  | | | | | | |
| How will you ensure inclusive participation?  *(Short description)*  *No more than 100 words* | | | |  | | | | | | |
| **Impact & Policy Relevance** | | | | | | | | | | |
| Expected Contribution to SUMERNET PLUS Objectives  *How will this study contribute to the three SUMERNET PLUS objectives?* | | | | | | | | | | |
| 1. Enhancing capacities and inclusive collaboration:   *No more than 100 words* | | | |  | | | | | | |
| 1. Improving policy development and implementation:   *No more than 100 words* | | | |  | | | | | | |
| 1. Adopting just, equitable and sustainable practices:   *No more than 100 words* | | | |  | | | | | | |
| **Results Uptake Potential** | | | | | | | | | | |
| **How will the study findings inform future policy development?**  *No more than 100 words* | | | |  | | | | | | |
| **Which specific policy makers/institutions will be targeted?**  *No more than 200 words* | | | |  | | | | | | |
| **How will the study findings inform future** SUMERNET future granting & other activities**?**  *No more than 100 words* | | | |  | | | | | | |
| How will the study results be sustained beyond the project period?  *No more than 100 words* | | | |  | | | | | | |
| **Proposed Study Activity & Timeline** | | | | | | | | | | |
| **No.** | **Activity (name & brief description)** | | | | **Deliverable/Output** | | **Timeline (dd-mm-yyyy)** | | **Remarks** | |
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| **Risk Management**  (Key risks and mitigation measures)  *No more than 100 words* | | | | | | | | | | |
| 1. Xxx 2. Xxx 3. Xxx 4. Xxx 5. Xxx | | | | | | | | | | |
| **Budget Estimates**  (In Swedish Krona-SEK) | | | | | | | | | | |
| **Personnel Cost** | | | | | | | | | | |
| Staff of Lead Organization | | Name of Staff | Role in Project | | | Personnel Cost (per day) | Working Day | Total Amount | | |
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| Contract to partner organization (s)  *(if applicable)* | | Name of Organization and country | | Name of project team member and Role | | Personnel Cost (per day) | Working Day | Total Amount | | |
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| Sub-contract to individual(s)  *(if applicable)* | Name of project team member and nationality | Role in project | | | | Personnel Cost (per day) | Working Day | Total Amount | | |
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| **Direct Cost** | | | | | | | | | | |
| Travel/Transportation Costs  *(if applicable)* | | Item | | | | Unit Cost | Quantity/Time Factor | Amount | | |
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| Event/Meeting Organization Costs  *(if applicable)* | | Item | | | | Unit Cost | Quantity/Time Factor | Amount | | |
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| Materials/equipment/others  *(if applicable)* | | Item | | | | Unit Cost | Quantity/Time Factor | Amount | | |
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| **Breakdown Administrative Fee/Overhead** | | | | | | | | | | |
| Percentage applied to the total grant amount: **\_\_%**  \* *If an administrative fee/overhead is applied (e.g., 10%), this should cover the entire grant amount, including funds forwarded to sub-grantees/consultants. Sub-grantees/consultants should not apply an additional overhead on top of this amount.*  *The percentage used should follow the organization’s policy. However, SUMERNET will never fund a project with a higher than 20% administrative fee/overhead rate compared to the total grant amount.*  *20% is the maximum rate that includes the administrative fee and overhead for all organizations combined, as well as any additional support from finance/administrative staff not covered under the organizations’ overhead.* | | | | | |  | | | | |
| Please indicate if there is any reference supporting the rate used for administrative fee/overhead rate (e.g., organizational policy, previous project agreements, standard practice). | | | | | |  | | | | |
| Cost Components Included in the Administrative Fee/Overhead\*  (Please specify what costs are covered under the administrative fee/overhead. If possible, provide the break-down costs) | | | | | |  | | | | |
| Actual Amount in SEK | | | | | |  | | | | |
| **Total Proposed Budget from SUMERNET PLUS (in SEK):** | | | | | |  | | | | |
| Any co-funding from other funding sources [Yes/No]:  If yes, list the information below.   * Total co-funding amount in SEK. * In-kind or in cash * Activities to be supported or co-funded. | | | | | |  | | | | |
| Total budget from SUMERNET PLUS and Co-funding (in SEK) | | | | | |  | | | | |
| **Cost-Effectiveness**  *How does your budget demonstrate value for money?*  *No more than 100 words* | | | | | | | | | | |
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| **Deliverables Commitment** | | | | | | | | | | |
| Inception Report (within 2 weeks of contract signing)  *(Insert Yes/No)* | | | | | |  | | | | |
| Interim Progress Report (at 50% completion)  *(Insert Yes/No)* | | | | | |  | | | | |
| Draft Final Report (for review and feedback)  *(Insert Yes/No)* | | | | | |  | | | | |
| Final Report (incorporating feedback)  *(Insert Yes/No)* | | | | | |  | | | | |
| Workshop to validate the findings with the stakeholders  *(Insert Yes/No)* | | | | | |  | | | | |
| Presentation to SUMERNET stakeholders  *(Insert Yes/No)* | | | | | |  | | | | |
| Policy Brief (2-4 pages)  *(Insert Yes/No)* | | | | | |  | | | | |
| Raw data and analysis files  *(Insert Yes/No)* | | | | | |  | | | | |
| Stakeholder engagement documentation (list of stakeholders, contact address, interview, group discussion notes, etc.)  *(Insert Yes/No)* | | | | | |  | | | | |
| Other deliverables (if any)  *(List down)* | | | | | |  | | | | |
| **Previous Granted Project(s)** | | | | | | | | | | |
| Project title | | | | | |  | | | | |
| Funding organization / donor | | | | | |  | | | | |
| Grant period (start and end dates) | | | | | |  | | | | |
| Total budget awarded (currency) | | | | | |  | | | | |
| Country(ies) of implementation | | | | | |  | | | | |
| Which partners/co-implementors were involved and what roles did they play? | | | | | |  | | | | |
| Relevance to Current Proposal | | | | | |  | | | | |
| **Documents Checklist** | | | | | | | | | | |
| **Detailed Project Proposal** (following provided template) *(Insert Yes/No)* | | | | | |  | | | | |
| **CVs of all core team members** *(Insert Yes/No)* | | | | | |  | | | | |
| **Organization registration documents** *(Insert Yes/No)* | | | | | |  | | | | |
| **Recent audited financial statements** (last 2 years) *(Insert Yes/No)*  If yes, list down below information.   * What are purposes for the audits? * Any key issues that the auditor found? * How did you address the key issues found (if any)? * Were the issues found (if any) resolved? | | | | | |  | | | | |
| **Letters of support** from key partners/stakeholders *(Insert Yes/No)* | | | | | |  | | | | |
| **Previous relevant work samples** *(Insert Yes/No)* | | | | | |  | | | | |