



# The Global Compact Network Vietnam Partnership Scheme (GCNV-PS)

## Application Process

Thank you for applying for funding from the GCNV-PS. These notes are intended to answer any questions that you may have about the application process and our requirements from grant recipients should your application be successful.

### 1. Overview of the Global Compact Network Vietnam Partnership Scheme (GCNV-PS)

The Global Compact Network Vietnam (GCNV) is an alliance of companies, government, trade unions, United Nations and non-governmental organisations. The GCNV exists to promote the principles of the United Nations Global Compact through which it aims to improve the social and environmental conditions of Vietnam workers, their communities and the performance of the companies they work for. The GCNV is funded by UNDP, managed and hosted by The Vietnam Chamber of Commerce and Industry (VCCI).

The GCNV is both a policy platform and a practical framework for companies that are committed to sustainability and responsible business practices. As a leadership initiative endorsed by chief executives, it seeks to align business operations and strategies everywhere with ten universally accepted principles in the areas of human rights, labour, environment and anti-corruption including:-

#### **Human Rights**

Principle 1: Business should support and respect the protection of internationally proclaimed human rights

Principle 2: Make sure that they are not complicit in human rights abuses

#### **Labour**

Principle 3: Business should uphold the freedom of association and effective recognition of the right to collective bargaining

Principle 4: The elimination of all forms of forced and compulsory labour

Principle 5: The effective abolition of child labour

Principle 6: The elimination of discrimination in respect of employment and occupation

**Environment**

Principle 7: Businesses are asked to support a precautionary approach to environmental challenges

Principle 8: Undertake initiatives to promote greater environmental responsibility

Principle 9: Encourage the development and diffusion of environmentally friendly technologies

**Anti-corruption**

Principle 10: Business should work against corruption in all forms, including extortion and bribery

Through providing technical support and resources, conducting research and facilitating multi-stakeholder dialogue the GCNV aims to:-

- ✓ Mainstream the ten Global Compact principles in business activities in Vietnam
- ✓ Catalyze local actions in Corporate Social Responsibility (CSR), Sustainable Development (SD) and broader UN goals, including the Millennium Development Goals (MDGs)

By doing so, the GCNV believes business, as the primary agent driving globalisation can help ensure that markets, commerce, technology and finance advance in ways that benefit economies and societies everywhere, and contribute to a more sustainable and inclusive global economy.

In order to meet its objectives the GCNV in September 2009 will launch a GCNV-PS to nurture and support local private-public partnerships that promote SD, CSR initiatives and wider MDG's activities.

The basic concept of partnerships is simple and straightforward – to identify common ground between the private and the public sectors and to combine their resources, skills and expertise to improve results.

Partnerships focus on the many areas where private actors and public institutions can engage in win-win relationships, such as promoting the ten principles of the global compact, poverty reduction, health, education and community development.

## **2. The purpose of the GCNV-PS**

The on-going purpose of the GCNV-PS is to facilitate the establishment of private-public partnerships in the area of SD, CSR and the wider MDG's.

The GCNV-PS will provide financial and technical in-kind support to appropriate projects where businesses work together with national and/or international non-governmental; development organisations - (including UN bodies), civil society and academic institutions working in Vietnam.

The GCNV-PS aims to:

- Support initiatives working at the forefront of positive social and environmental change
- Support projects that demonstrate some (or preferably all) of the following: –
  - Commitment, vision, activism, innovation, sound management, holistic approach, strong volunteer support.
- Support people of all races, gender, nations, and ethnic groups – regardless of disability or sexual preference
- Support organisations which demonstrate good financial management
- Support 'advocate' organisations working with policy makers
- Support groups working to increase public awareness
- Support companies who are members of the GCNV foster public-partnerships which provide benefits for the wider community
- Identify and support partners who have strong ethical policies and practices which are compatible to those of the Global Compact. Members of the GCNV will be given priority. ( Information on how to join the GCNV is given in the Frequently Asked Question section of this document)

The GCNV-PS does not:

- Sponsor individuals
- Sponsor to the organization/company does not registered to work in Vietnam
- Support projects which have a low likelihood of sustainability beyond the funding period
- Support or create dependent relationships

The maximum contribution that the GCNV-PS can make to any project is 90% of its total cost.

The maximum amount of money that the GCNV-PS can provide to any one project is USD 60,000.

**The GCNV-PS will be launched in September 2009. Support will be given to initiatives whose activities are completed by December 2010.**

**Applications will be assessed on a monthly basis. The deadline is the 15<sup>th</sup> of every month.**



### 3. The application form for the GCNV-partnership scheme

## Request for Project Funding/Support

# The Global Compact Network Vietnam Partnership Scheme (GCNV-PS) APPLICATION FORM

The aim of this form is for your organisation to provide information on the project it wants funding, in order that the GCNV-PS can decide whether it can support it or not. Please give us the following information as fully as you can. Please feel free to electronically adapt/extend the spaces available for each question but **do not exceed twenty (20) A4 pages of total text**. Supporting literature can be attached where clarification is needed about specific areas of the application but please keep this to no more than four pages.

1. Name of organisation
Address
Telephone no. _____ Fax.no. _____
Email address
Website address
Applicant's name
Post held in organisation

2. How would you describe your organisation? Please put a tick by any of the following descriptions:

- |                                                                      |                                                               |
|----------------------------------------------------------------------|---------------------------------------------------------------|
| <input type="checkbox"/> National non-governmental organisation      | <input type="checkbox"/> Academic organisation Private Sector |
| <input type="checkbox"/> International non-governmental organisation | <input type="checkbox"/> Government institution               |
| <input type="checkbox"/> International development organisation      | <input type="checkbox"/> Other                                |
| <input type="checkbox"/> Civil Society                               |                                                               |

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3. In which geographical area in Vietnam does your organisation work? Please state District and Province.

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4. Does your organisation in Vietnam have the following? Please put a tick by the following items:

- A governing or management committee
- A bank or building society account
- A constitution/governing document
- Annual Accounts
- Equal opportunities policy
- Membership to the GCNV (Please contact GCNV directly for information on how to join)

*It is essential that we receive with your application:*

- **A copy of your most recent annual accounts or balance sheet & income and expenditure statement**
  - **A letter of support from another organisation**
- 

5. How long has your organisation worked in Vietnam?

\_\_\_\_\_

How many staff does your organisation employ in Vietnam?

Full time paid \_\_\_\_\_ Part time paid \_\_\_\_\_

How many volunteers help each year?

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6. Please give information about your organisation in Vietnam – its aims, current activities and achievements to date.

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7. How is your organisation financed in Vietnam?

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8. Do you monitor and evaluate your organisation's effectiveness in Vietnam? If yes, how? What indicators do you use?

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9. What is the name of the project for which you are requesting funding?

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10. What Global Principle or Millennium Development Goal will the project contribute to?

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11. Action Plan. Please outline clearly for the project that you wish to be funded each of the following:

- ✓ Objectives of the project
  - ✓ Outcomes of the project
  - ✓ Project activities
  - ✓ An outline of the methodology to be used in your project to ensure that it meets its desired outcomes
  - ✓ The role of your organisation and your business partner
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12. What is the implementation schedule and timetable for the project? (start and finish times)

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13. Who/what will benefit from it?

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14. Have those who will benefit from the project been involved in its design? If yes, how?

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15. Does the project use local resources, including local government, other organisations etc..? If yes, how?

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16. Will the project be completed all at once or in stages? If it is in stages, please describe them.

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17. How is the project's progress to be monitored?

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18. Who is in charge of the project?

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19. Are other agencies, trusts or foundations helping you? If yes, please give names of organisations and a contact name and telephone number.

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20. What is the total cost of the project expected to be (in Vietnamese Dong or \$US)?

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21. How much funding are you seeking from the GCNV-PS? Please complete the following template to provide a budget breakdown for these monies and evidence that at least 10% of the project will be co-funded?

<b>Budget plan</b>						
<b>Costs</b>	<b>Unit</b>	<b># of units</b>	<b>Unit rate (VND)</b>	<b>Costs VND</b>	<b>Source of funding</b>	
					<b>GCVN</b>	<b>Applicants</b>
<b>1. Human Resources</b>						
1.1 Salaries (gross salaries including social security charges and other related costs, local staff)						
1.1.1 Technical	Per month					

1.1.2 Administrative/ support staff	Per month					
1.2 Salaries (gross salaries including social security charges and other related costs, expat/int. staff)	Per month					
1.3 Per diems for missions/travel						
1.3.1 Abroad (staff assigned to the Action)	Per diem					
1.3.2 Local (staff assigned to the Action)	Per diem					
1.3.3 Seminar/conference participants	Per diem					
<b>Subtotal Human Resources</b>						
<b>2. Travel</b>						
2.1. International travel	Per flight					
2.2 Local transportation	Per month					
<b>Subtotal Travel</b>						
<b>3. Equipment and supplies</b>						
3.1 Purchase or rent of vehicles	Per vehicle					
3.2 Furniture, computer equipment						
3.3 Machines, tools						
3.4 Spare parts/equipment for machines, tools						
3.5 Other (please specify)						
<b>Subtotal Equipment and supplies</b>						
<b>4. Local office</b>						
4.1 Vehicle costs	Per month					
4.2 Office rent	Per month					
4.3 Consumables - office supplies	Per month					
4.4 Other services (tel/fax, electricity/heating, maintenance)	Per month					
<b>Subtotal Local office</b>						
<b>5. Other costs, services</b>						
5.1 Publications						
5.2 Studies, research						
5.3 Expenditure verification						
5.4 Evaluation costs						
5.5 Translation, interpreters						
5.6 Financial services (bank guarantee costs etc.)						
5.7 Costs of conferences/seminars <sup>9</sup>						
5.8. Visibility actions						
<b>Subtotal Other costs, services</b>						
<b>Total</b>						

22. If we are able to help who will be responsible for ensuring that the money is properly spent?

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23. What methods do you use to ensure you maintain tight control over your finances?

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24. Bank's information

Name of your bank _____
Address of bank _____
Name of your account number _____
Account number _____
IBAN Number _____
Bank sort code, if any _____
Swift Code _____
Is the money required in local currency or foreign currency? _____
If foreign, please specify which _____

25. Declaration

I, \_\_\_\_\_ submit this proposal and undertake that all funds provided will be expended for the purposes for which they are provided.

Signature of Applicant

\_\_\_\_\_

Date of Application

\_\_\_\_/\_\_\_\_/20\_\_\_\_

## **Checklist -**

Please make sure that you have done the following before returning your application to the address at the **bottom of this form**.

1. I have included a copy of our most recent financial records
2. I have included a letter of support from another organisation
3. Please ensure that you sign and date all applications

## **Please note that:**

The applications can be submitted either in English or Vietnamese language. Wherever possible please submit your application in English. When this is not possible please submit your application in Vietnamese but ensure that:

- ✓ the action plan (reference: page 7, paragraph 11)
- ✓ and the budget plan (reference: page 8, paragraph 21)

is translated into English.

## **Please send your application to:**

### **Global Compact Network Vietnam- Partnership Fund**

Office for Sustainable Development for Business  
4<sup>th</sup> Floor VCCI Building  
No.9 Dao Duy Anh  
Ha noi -Vietnam

*If you have any queries about the application form and how to complete it please contact:*

Le Thu Trang (Ms.)

e-mail: [tranglt@vcci.com.vn](mailto:tranglt@vcci.com.vn)

Tel: +84.4.3577 2778 ext 101

Fax: +84.4.3577 2699

Mobile: +84. 1 222 333 688

#### 4. An outline of the evaluation process for the GCNV-PS

In order to ensure that all applications are considered fairly, the following evaluation grid is used to help the funding panel assess the effectiveness of the projects being presented to them.

**The selection criteria** are intended to help evaluate the applicants' financial and operational capacity to ensure that they:

- Have stable and sufficient sources of finance to maintain their activity throughout the period during which the action is being carried out and, where appropriate, to participate in its funding;
- Have the management capacity, professional competencies and qualifications required to successfully complete the proposed action. This also applies to any partners of the applicant.

The evaluation criteria are divided into sections and subsections. Each subsection will be given a score between 1-5 in accordance with the following guidelines: 1= no information provided; 2= poor 3=adequate; 4=good and 5 =Outstanding

Section	Maximum Score
<b>A. Project Methodology</b>	35
1. How coherent is the overall design of the project?	2
2. Does the project have clear objectives including clear roles and responsibilities of all partners including business?	5
3. Are the proposed strategies likely to achieve the short and longer term aims?	5
4. Is the time frame reasonable?	2
5. Have the beneficiaries been clearly identified?	3
6. Were the beneficiaries involved in defining objectives and establishing strategies?	3
7. Is there sufficient background information on the beneficiaries and their needs?	3
8. Is it likely that the beneficiaries will actually benefit from the project as it stands?	5
9. Are the activities proposed appropriate and consistent with the objectives and expected outputs?	5
10. Is the action plan clear and feasible?	2
<b>B. Relevance of Project</b>	15

1. How relevant to the aims of the GCNV are the objectives of the project?	10
2. How original is the project, to what extent does it ensure avoidance of duplication and synergy with other initiatives?	5
<b>C. Management and Control</b>	<b>30</b>
1. Does the applicant and partners have sufficient experience of project management?	3
2. Does the applicant and partners have sufficient technical expertise to manage the programme?	3
3. Is the project likely to be financially feasible and viable both as a project	2
4. Is the budget reasonable given these objectives?	5
5. Are links made with similar projects in the region/area?	3
6. Are the management mechanisms of the project clearly indicated?	3
7. Are the lines of accountability clear?	5
8. Is there a mechanism for regular review of progress?	3
9. Is there a designated person who ensures that the grant is properly applied to the specific purposes intended?	3
<b>D. Budget and cost-effectiveness</b>	<b>20</b>
1. Is the budget clearly laid out and comprehensive?	2
2. Is the proposed expenditure necessary for the implementation of the action?	5
3. Are all the intended activities included within the funding application?	2
4. Is there a clear demarcation between GCNV-PS funds and other funds?	2
5. Are regular expenditure reviews in place?	2
6. What measures of accountability are built into the financial management?	5
7. Is the ratio between the estimated costs and the results satisfactory?	2

## **5. Frequently asked questions (FAQ's)**

### **Q. What is the Global Compact?**

Launched in July 2000, the **UN Global Compact** is a both a policy platform and a practical framework for companies that are committed to sustainability and responsible business practices. As a leadership initiative endorsed by chief executives, it seeks to align business operations and strategies everywhere with ten universally accepted principles in the areas of human rights, labour, environment and anti-corruption.

Through a wide spectrum of specialised work streams, management tools, resources, and topical programs, the UN Global Compact aims to advance two complementary objectives:

- Mainstream the ten principles in business activities around the world
- Catalyze actions in support of broader UN goals, including the Millennium Development Goals (MDGs)

By doing so, business, as the primary agent driving globalisation, can help ensure that markets, commerce, technology and finance advance in ways that benefit economies and societies everywhere and contribute to a more sustainable and inclusive global economy.

The UN Global Compact is not a regulatory instrument, but rather a voluntary initiative that relies on public accountability, transparency and disclosure to complement regulation and to provide a space for innovation.

### **Q. What is the connection between the GCNV and the UN Global Compact?**

The GCNV is a local network of the UN Global Compact. Local Networks exist in over 80 countries they perform and play an important role in rooting the UN Global Compact within different national and cultural contexts. As self-governed multi-stakeholder bodies led by business, they support companies in their efforts in implementing the Global Compact (both local firms and subsidiaries of foreign corporations), while also creating opportunities for further engagement and collective action. They also play a key role in facilitating participants' communications on Progress and safeguarding the overall integrity and brand of the Global Compact.

### **Q. Why do companies participate in the UN Global Compact?**

The UN Global Compact seeks to combine the best properties of the UN, such as moral authority and convening power, with the private sector's solution-finding strengths and resources, and the expertise and capacities of other key stakeholders. The initiative is global and local; private and public; voluntary, yet accountable.

The UN Global Compact is a leadership initiative, requiring a commitment signed by the company's chief executive, and, where applicable, endorsed by the highest-level governance body of the organisation. In the context of this commitment, any company joining the initiative is expected to:

- ✓ Make the UN Global Compact and its principles an integral part of business strategy, day-to-day operations, and organisational culture;
- ✓ Incorporate the UN Global Compact and its principles in the decision-making processes of the highest-level governance body (i.e. board);
- ✓ Engage in partnerships to advance broader development objectives such as the Millennium Development Goals);
- ✓ Integrate in its annual report (or in a similar public document, such as a sustainability report) a description of the ways in which it implements the principles and supports broader development objectives (also known as the Communication on Progress); and
- ✓ Advance the UN Global Compact and the case for responsible business practices through advocacy and active outreach to peers, partners, clients, consumers and the public at large.

**Q. How can non-governmental organizations and other non-business participants get involved?**

As equal partners and important stakeholders, civil society and other non-business organisations can participate through a number of Global Compact engagement mechanisms, including Policy Dialogues, Learning, Local Networks and Partnership Projects. In these areas, such organizations have a crucial role to play in helping to foster partnerships and produce substantive action. Non-business participants are also encouraged to commit their organization to the ten principles and to report on progress made within their organization.

**Q. How do you join the GC Network Vietnam?**

To participate in the Global Compact all you need to do is follow the next few simple steps:

1. Download the commitment letter at :
  - ✓ If you are a business:  
[www.unglobalcompact.org/docs/how\\_to\\_participate\\_doc/Business\\_Commitment\\_Letter.pdf](http://www.unglobalcompact.org/docs/how_to_participate_doc/Business_Commitment_Letter.pdf)
  - ✓ If you are a non-business  
[www.unglobalcompact.org/docs/how\\_to\\_participate\\_doc/Non\\_Business\\_Commitment\\_Letter.pdf](http://www.unglobalcompact.org/docs/how_to_participate_doc/Non_Business_Commitment_Letter.pdf)
2. Print the letter of commitment on your official letterhead
3. Ask your Chief executive or Board of Directors to sign the letter of commitment
4. Scan the signed letter
5. Upload the digital copy of the signed commitment letter and complete the online registration form on:
  - ✓ If you are a business  
[www.unglobalcompact.org/HowToParticipate/Business\\_Organization\\_Information.html](http://www.unglobalcompact.org/HowToParticipate/Business_Organization_Information.html)
  - ✓ If you are a non-businesses  
[www.unglobalcompact.org/HowToParticipate/Organization\\_Information.html](http://www.unglobalcompact.org/HowToParticipate/Organization_Information.html)

Companies whose headquarters are based in Vietnam are automatically registered into the Vietnamese Network.

**Q. Can private companies apply for the GCNV-PS?**

Any company that is a member of the GCNV can apply for the scheme to fund existing or new projects that it undertakes with locally-based development or academic institutions.

**Q What happens once you have submitted you application form?**

When you have completed and returned your application form to us by the due date we will check that we have all the information we require and if there is anything that needs clarification we will contact you.

A nominated person from the GCNV will send a letter to all applications, confirming receipt of their application and informing them of the reference number they have been allocated. This will normally be 4 weeks after the receipt of your application.

Your application is then reviewed and prepared for presentation to GCNV-PS Funding Panel at their next meeting.

The Panel considers a number of projects at each of their meetings and these projects will cover all aspects of our mission statement. The Panel must decide which of the projects they feel can make best use of the available monies. They must also endeavour to ensure that there is a balance of funding across all of the Global Compact principles. This does mean that sometimes a project will not be successful at panel level because of pressure on available funds within certain issue areas.

We do occasionally consider long term funding requests but generally our grants are one-off. However, you will have already been notified of what term of funding we can consider for your particular project.

Once the Panel has made their decision, applicants are notified within 2 or 3 days of the decision by email or telephone and, if a grant has been made, a formal offer letter will follow within 7 days. Payment will be sent within 2 to 3 weeks of the Panel meeting.

The offer letter will be accompanied by our requirements for monitoring and evaluation purposes, depending on the size of grant.

If a project is unsuccessful at Panel level we are not able to provide extensive information about the reason for its rejection, but we will endeavour to provide some helpful feedback.

The funding panel consists of nominated representatives from GCNV, UNDP and an independent third party, if necessary.

**Q. How often will the funding panel meet?**

The funding panel will meet every month to approve funds for projects that have applied for support for the GCNV-PS.

**Q. What type of projects has the GCNV-PS funded so far?**

In 2009 GCNV-PS supported one initiative to reduce the consumption of plastic bags in Vietnam. A joint venture of a private company and local NGO developed and disseminated recyclable cotton bags.

Previously a company has wanted to conduct research into problems for workers in its industry. It submitted a joint proposal with other companies to finance a local university to conduct research which was funded by a local partnership scheme.

Another GC Local Network put in touch companies with a UNDP projects in the field of HIV and AIDS which had limited funds to invest. The company covered the costs of supporting four volunteers to serve in grassroots NGOs in capacity building roles. The proposal worked out well and was extended for a second year.

**Q. Is it possible to apply to the GCNV-PS more than once?**

Yes. However support will be given to initiatives whose activities are completed by December 2010, meet the criteria listed above and are approved by the evaluation panel.

**Q. What are the Millennium Development Goals?**

The Millennium Development Goals (MDGs) are eight goals to be achieved by 2015 that respond to the world's main development challenges. The MDGs are drawn from the actions and targets contained in the Millennium Declaration that was adopted by 189 nations-and signed by 147 heads of state and governments.

- Goal 1: Eradicate extreme poverty and hunger
- Goal 2: Achieve universal primary education
- Goal 3: Promote gender equality and empower women
- Goal 4: Reduce child mortality
- Goal 5: Improve maternal health
- Goal 6: Combat HIV/AIDS, malaria and other diseases
- Goal 7: Ensure environmental sustainability
- Goal 8: Develop a Global Partnership for Development

*Find additional information on the UNDP website: [www.undp.org.vn/mdgs/what-are-the-mdgs/?&languageId=1](http://www.undp.org.vn/mdgs/what-are-the-mdgs/?&languageId=1)*

We hope these notes have been useful but if there is anything else you need to know about GCNV-PSS and its grant making process please contact:

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