

## **Annex- GUIDELINES FOR CONCEPT NOTE**

### **General requirements**

The concept note should not be more than *1000 words*, written in Vietnamese, using font 12 Times New Roman.

**The deadline for submission is December 21, 2009, 5:00 p.m.**

### **Specific Requirements**

The concept note should include the following information:

- Brief introduction of the organization, network or groups of VNGOs/CBOs (name of networks or organizations in the group, type of networks or organizations - being local NGO, or legally constituted Local Faith-Based Organization, or Community Based Organization or others, please specify). Organizations must be legally registered in Vietnam.
- Short description of policy issue(s) that the organization or networks/groups of VNGOs/CBOs are going to address
- Proposed approach to tackling the issue(s) and estimated budget required
- Brief description of in-house capacity and experiences on the issues that the organization or networks/groups possess
- Description of cooperation mechanism for network/group members to take collective actions (if it is a network/group's proposal)