

## ANNEX 2

### PHASE 1: CONCEPT NOTE TEMPLATE

#### **I. General instructions**

Please ensure that you read the following before drafting and submitting your concept note:

- Consult the [Terms of Reference](#) for detailed information on the current call for proposals and the documents that must be attached to the concept note.

#### **II. When preparing the document**

- Be clear and concise.
- The text in italics provides guidance for completing the sections of this document.
- The document must be completed in Times New Roman font, size 11, single spacing, and submitted into PDF format with page numbers. The PDF file name must have the following format: Concept Note\_NAME OF PROPONENT.
- The document must not exceed 5 pages (excluding the budget, annexes, and the cover page).



## PROJECT CONCEPT NOTE OF THE BIOCORREDOR AMAZÓNICO FUND

Mark with an “X” the grant category<sup>1</sup> for which you are applying:

Small grant [up to \$ 100.000.00]	
Medium-sized grant [ from \$ 100,001.00 to \$ 500,000.00]	
Large grant [from \$ 500,001.00]	

### a. PROJECT BACKGROUND INFORMATION

<b>Project title</b>	<i>Draft using a maximum of 20 words.</i>						
<b>Proponent information<sup>2</sup></b>	<p><i>Name of the proponent:</i></p> <p><i>Mark the entity to which you belong with an “X”:</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;"><i>Public Sector<sup>3</sup></i></td> <td style="width: 10%;"></td> <td style="width: 60%;"><i>Enter the name of the Specialized Executor.</i></td> </tr> <tr> <td><i>Private Sector</i></td> <td></td> <td><i>Not applicable.</i></td> </tr> </table> <p><i>Proponent identification number (RUC):</i></p> <p><i>National identity card number of the legal representative:</i></p> <p><i>Date of establishment of the proposing organization:</i></p> <p><i>Contact telephone number:</i></p> <p><i>Email:</i></p> <p><i>Detailed address:</i></p> <p><i>Organization comprised of members of indigenous nationalities: YES/NO</i></p> <p><i>If the response is affirmative, indicate the nationality and number of members of the organization:</i></p>	<i>Public Sector<sup>3</sup></i>		<i>Enter the name of the Specialized Executor.</i>	<i>Private Sector</i>		<i>Not applicable.</i>
	<i>Public Sector<sup>3</sup></i>		<i>Enter the name of the Specialized Executor.</i>				
<i>Private Sector</i>		<i>Not applicable.</i>					



<sup>1</sup>The BCA Fund grant categories are set out in the Grant Award Procedures Manual.

<sup>2</sup>For public sector entities, this section must be completed using data from the Specialized Executor (SEE). Refer to section 11.2.2 of the Grant Award Procedures Manual.

<sup>3</sup>It should be noted that proposals submitted by public sector proponents must comply with the provisions set out in section 11.2 of the Grant Award Procedures Manual.

<b>Partner organizations</b>	<i>Please provide a list of strategic partners participating in the project. For each partner, specify its country of origin, its role, and whether it is composed of members of Indigenous nationalities (if applicable).</i>
<b>Project location<sup>4</sup></b>	<i>Province(s):</i> <i>Canton(s):</i> <i>Parish(es):</i> <i>Geographic coordinates (WGS – 84):</i>  <i>Is the Project implementation area located in Indigenous territories?</i> <i>YES/NO</i>  <i>If yes, specify which territories, communities, or nationalities.</i>
<b>Duration<sup>5</sup></b>	<i>Start date (specify in the following format: dd/mm/yyyy):</i>  <i>Completion date (specify in format: dd/mm/yyyy):</i>  <i>Duration (months):</i>
<b>Total funding requested (in US dollars)</b>	<i>Indicate the total budget (in figures and in words) of the proposed project.</i>

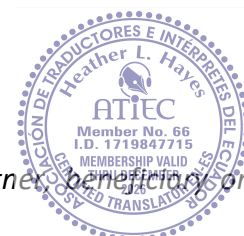
**b. PROJECT DESCRIPTION**

<b>Summary (maximum 500 words)</b>	<p><i>Clearly identify the issue to be addressed and the proposed solution(s). Describe the expected results, the project beneficiaries, and how the project will contribute to achieving the objectives of the Biocorredor Amazónico and the conservation commitments of the Republic of Ecuador. Describe the project’s contribution in relation to public environmental policy.</i></p> <p><i>If your project overlaps with or duplicates activities under a previous or ongoing project funded by the BCA Fund or another donor, justify in this section why your project is different, complementary, and/or necessary.</i></p> <p><i>If the project is part of a coordinated proposal among several donors, in general, include the total project amount, the percentage financed</i></p>
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<sup>4</sup>See the section “Scope and Geographic Description of the Biocorredor Amazónico” in the Grant Award Procedures Manual.

<sup>5</sup>Implementation of proposals funded through small grants shall be up to 24 months; medium grants shall be up to 36 months; and large grants shall be up to 48 months.

	<i>by counterpart contributions, and the current status. Indicate whether the funding has been approved by each donor.</i>
<b>Experience<sup>6</sup> (maximum 300 words)</b>	<i>Briefly describe the applicant's experience in the project area.</i>
<b>Objective(s)</b>	<i>State the overall objective and the specific objectives of the project.</i>
<b>Activities (maximum 200 words)</b>	<i>Briefly list the activities that will be carried out to implement the project. These should be aligned with the specific objectives.</i>
<b>Project Phases</b>	<i>Briefly indicate the phases of the project.</i>
<b>Results (maximum 150 words)</b>	<i>Briefly describe the expected results of the project, based on the activities and specific objectives.</i>
<b>Deliverables / products (maximum 150 words)</b>	<i>Describe the means of verification that substantiate the results.</i>
<b>Sustainability and replication (maximum 100 words)</b>	<i>Indicate how the project is sustainable, replicable, and has the potential to be scaled up upon completion of implementation.</i>
<b>Environmental and social risks</b>	<i>Cross-reference the proposed activities against the exclusion list of the Environmental and Social Management System (ESMS). For this section, complete and submit Tool 1 as an attachment to this concept note (Excel file).</i>
<b>Indigenous Communities, Peoples, and Nationalities in the area of intervention</b>	<p><i>If the project is implemented in Indigenous territories, involves Indigenous communities, peoples, or nationalities, or may affect their rights, territories, resources, or ways of life, an initial engagement must be conducted with their representatives to describe the following:</i></p> <p><i>Name of the identified collective(s):</i></p> <p><i>Known authority or representative body:</i></p> <p><i>Preliminary role in the project (proponent, partner, beneficiary, or potentially affected party, others):</i></p>



<sup>6</sup>For public sector entities, this section must be completed using information from the Specialized Executor (SEE). Refer to section 11.2.2 of the Grant Award Procedures Manual.

	<p><i>Name the potentially affected groups and briefly describe their potential adverse impacts (if applicable):</i></p> <p><i>Was the information in the “project location” item shared with the identified collectives? YES/NO</i></p> <p><i>Identify decision-making mechanisms, language, conflict resolution mechanisms, other:</i></p> <p><i>Attach the relevant supporting documentation, as applicable,<sup>7 8</sup> as an attachment to this concept note. The attached documents must substantiate what is described in this section.</i></p>
<p><b>Co-financing</b></p>	<p><i>Co-financing is not mandatory for small grants, but an in-kind contribution of at least 5% will be considered favorably (for example: community work, materials, use of space, among others).</i></p> <p><i>Applicants for medium-sized grants shall provide co-financing (in kind or in cash, indicating its source) equivalent to 10% of the amount requested from the Fondo Biocorredor Amazónico.</i></p> <p><i>Applicants for large grants must provide co-financing (in kind or cash, indicating its source) equivalent to 25% of the amount requested from the Fondo Biocorredor Amazónico.</i></p> <p><i>Co-financing does not apply to public-sector applicants.</i></p>

**c. PROJECT BUDGET**

The budget breakdown is for reference purposes only. The budget matrix template can be found in the annexes to the Terms of Reference.

<https://fondobiocorredoramazonico.org/documentos-FBCA/Plantilla para presupuesto.xls>

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<sup>7</sup>When the proponent is not the indigenous community, people, or nationality itself, or when the project may affect indigenous groups other than the proponent, minutes of an information meeting must be attached to substantiate the information included in the concept note. This document constitutes preliminary supporting documentation for Phase 1 and does not replace subsequent processes required under the ESAP and applicable legislation.

<sup>8</sup>If the proponent is the Indigenous community, people, or nationality itself and the project will be implemented in its territory without affecting other Indigenous groups, minutes, a resolution, a certification, or another document, in accordance with its own governance and collective decision-making mechanisms, must be attached to substantiate the information included in the concept note. If the project may affect other Indigenous groups other than the proponent, the preliminary endorsement indicated in note <sup>7</sup> with respect to those groups must also be attached.



Administrative expenses (overhead) may not exceed 15% of the total amount of the grant awarded; the mark up formula will be applied for calculation.

That is, if a sub-executor incurs administrative expenses under the project, this amount must be included within the executor’s 15% administrative cost ceiling.

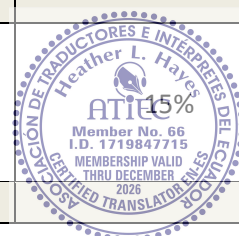
Example:

- ⇒ Total: project value (including VAT) USD.1M.
- ⇒ Subtotal base for 15% administrative costs USD 869,565 (Excluding VAT).
- ⇒ Mark up 15%: USD 130,435
- ⇒ Total: USD 1M project (including VAT).

**Note:** Exceptions may be made based on the analysis carried out by project type.

Below, the structured budget lines for the projects are defined.

Category	Description	Maximum Percentage Allowed
Personnel	Managerial and technical staff of the organization directly involved in project activities, with a clearly defined role.	30%**
Service Contracts	Contracts for consultancy and services, including materials and specialized support services that do not fall under the organization’s core technical role.	
Other Financial Resources*	Transfers of resources to other partners supporting project implementation (e.g., subcontracts, sub-agreements, or other coordination mechanisms).	
Workshops	Costs for venue rental, catering, and transportation for participants, necessary for advancing project implementation.	
Travel	Transportation, accommodation, and meals.	
Equipment and Software	IT equipment, tools, materials, or software directly related to project implementation.	
Audit	Audits conducted during project implementation and at its completion, depending on the size of the grant.	
Other Costs	Other direct costs not included in the above categories.	
Subtotal		
Administrative Expenses (applied to Subtotal)	Includes office expenses, administrative staff, accounting, utilities, etc.	
Total		



(\*) For contracts with third parties, as applicable to their legal nature, the same cost structure must be submitted. The administrative cost may be applied only once, either through the main beneficiary or the sub-beneficiary. If the main beneficiary retains the full administrative cost, the sub-beneficiary may not charge administrative costs.

(\*\*) With the exception of projects whose nature requires additional personnel, duly justified.

## STATEMENT

I declare that the information presented is true and verifiable.  
I authorize the BCA Fund to verify the attached documents.

Signature: \_\_\_\_\_

Date: \_\_\_ / \_\_\_ / 202\_\_



**d. ANNEXES**

**RÉSUMÉ TEMPLATE**

**Instructions for completing the Annex – Project Team Experience**

The proponent and its technical team must provide information to demonstrate their technical and operational capacity to implement the project.

Complete the following Proponent Experience Table for Similar Projects (item a) and the Key Personnel résumé template (item b), attaching supporting documentation. The information provided must be clear, verifiable, and consistent with the abilities required for the type of intervention proposed in the Concept Note. The team’s capacity will be a determining criterion for scoring in the technical evaluation.

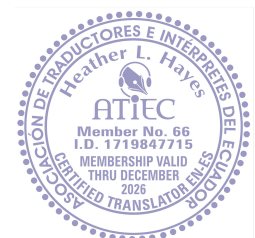
**a. Table of Experience in Similar Projects**

- Record only projects that are relevant to the proposal submitted.
- Verifiable supporting documentation shall be attached for each experience listed: handover–takeover records, contracts, certificates of completion, final reports, or other documents substantiating the participation declared.
- Experiences without documentary evidence will not be considered in the evaluation.

Proponent’s experience in similar projects						
Project Title	Funding entity / partners	Start Date	End date	Brief description (max. 6 lines)	Products Delivered / Verifiable results	Attached documents (Final Act, Contract, Certificate, Report, etc.)

**b. Résumé Template for Key Personnel (maximum 2 pages per person).**

- Include only the information relevant to the role to be performed within the project.
- Each résumé must be supported by verifiable documents, as applicable (degrees, certificates, proof of experience, etc.).



## RÉSUMÉ TEMPLATE – KEY PERSONNEL RÉSUMÉ

### PERSONAL INFORMATION

Full name:

Proposed position in the project:

Nationality:

Email:

Telephone:

### EDUCATIONAL BACKGROUND

Degree / Certification	Institution	Country	Year

### RELEVANT PROFESSIONAL EXPERIENCE (Maximum 10 years)

Position	Institution / Project	Key functions	Years / Period

### PROJECT-RELEVANT SPECIFIC EXPERIENCE

*Provide details on the specific experience related to the description of the proposed project in the Concept Note.*

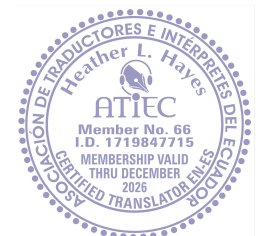
Project/Activity	Role played	Primary contribution	Evidence attached

### RELEVANT COURSES, CERTIFICATIONS, AND TRAINING

Course/Certification	Institution	Year

### LANGUAGES

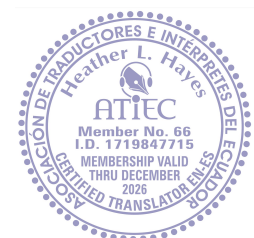
Language	Level (basic / intermediate / advanced / native)



## ATTACHED DOCUMENTS TO BE SUBMITTED WITH THE CONCEPT NOTE

The following documents, where applicable, must be attached to the Concept Note. Some templates are included in the annexes to the Terms of Reference.

- 1) Proponent Experience Table in Similar Projects (ANNEXES item a) and the key personnel résumé template (ANNEXES item b), with supporting documentation attached.
- 2) Tool 1 of the Environmental and Social Management System (ESMS).
- 3) Minutes of the information meeting on Indigenous Communities, Peoples and Nationalities in the area of intervention (when applicable).
- 4) Referential budget matrix.



I, Heather Hayes, with national ID number 1719847715, hereby certify that the attached is a complete and accurate English translation of the original Spanish language version of the attached document: *Anexo 2 Formato de Nota Conceptual*, and that I am competent in both the English and Spanish languages to render such translation.

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Signature of Translator

Translator:

*Heather Lynn Hayes*

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Of. 1501, Quito, Ecuador

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Address

March 31, 2026

Date

*\*The translator is a U.S. citizen, certified translator, and member No. 66 of ATIEC (The Ecuadorian Association of Translators and Interpreters), as well as an accredited court translator for Ecuador with accreditation number 18-00207-00006*

