



Concept Note Submittal Form
Smart Infrastructure for the Mekong (SIM) Program

Please complete all fields below. The Submitting Officer should be the point of contact for all matters related to this Concept Note. Concept Note submissions will be assessed as they are received. Please submit all completed Concept Notes electronically to the Environment, Science, Technology and Health (ESTH) Officer at the U.S. Embassy in the requesting country.

Submitting Country: _____ Ministry or Department: _____

Name of Submitting Officer (Last, First): _____ Date: _____

Title and Department of Submitting Officer: _____

Address: _____

Phone Number: _____ Email: _____

Signature of Submitting Officer Confirming the Validity and Government Endorsement of the Below Concept Note:

Proposed Activity Title:

Proposed Activity Summary:

(Note: All activities must meet the required conditions listed on page 5, and will be evaluated against a number of pre-determined considerations, also included on page 5. In the Activity Summary below, please clearly describe both the activity and how it will address all such conditions and criteria.)

Applicants should provide an overview of the proposed project, including background information, project goals, proposed activities and locations, project deliverables, and expected outcomes and results. Previous or ongoing related activities should be mentioned with reference to how the proposed project will support these activities (such as completed or ongoing feasibility studies, environmental assessments, etc.)

Focus should be placed both on describing the project itself, as well as how the project meets the overall goals and priorities of the Smart Infrastructure for the Mekong program.

Country: _____ Ministry or Department: _____

Proposed Activity Summary (cont.):

Country: _____ Ministry or Department: _____

Description of Management Structure and Personnel Requirements:

Applicants should outline the estimated personnel requirements for the proposed project. This includes the requested level of personnel support from the Smart Infrastructure for the Mekong (SIM) program (for example, one hydrology expert will provide support in-country for two months) as well as all staff and management support provided by the applicant (for example, the SIM expert will work directly with the Head of the International Projects Department and will receive in-country support from two district engineers throughout the duration of the activity).

Additionally, all other relevant parties that will be involved in the proposed project, such as other government ministries, donors, public or private sector groups, or any others must be noted with reference to how SIM will interact with such entities.

Proposed Project Duration (weeks): _____

Description of Proposed Schedule:

Applicants should provide an estimated project schedule, including proposed start date, project duration, and timeline of any proposed activities or deliverables.

Description of Proposed Deliverables:

Applicant should describe the anticipated output(s), such as a product, report, peer review, etc., which is expected as a result of the technical assistance.

Description of Implementation Commitment:

Successful Concept Notes will demonstrate the LMI partner government's commitment to supporting the agreed upon technical assistance throughout implementation. Applicants should detail the goods or services they intend to provide to support the implementation of the technical assistance: (please note this list is not exhaustive)

- *Work station including desk and telephone*
- *Appropriate visa or work permits*
- *Translation services*
- *Permission to travel within appropriate areas*
- *In-country transportation*
- *Assistance in arranging housing (housing costs are covered by the U.S. government)*

Additional Comments or Notes:

This section can be used to provide any additional information relevant to the proposal. This section may not be used as a continuation of the Proposed Activity Summary or any other previous section.

Please direct any questions regarding the Concept Note Submittal Form to the Environment, Science, Technology and Health (ESTH) Officer at the U.S. Embassy in your respective LMI partner country.

REQUIRED CONDITIONS FOR PROPOSED ACTIVITIES

All proposed activities must satisfy the following conditions:

- The activity must be located within a LMI partner country or countries: Cambodia, Laos, Myanmar, Thailand and Vietnam.
- The activity must seek technical assistance to support climate-smart, environmentally sound and socially equitable infrastructure, clean energy development, and land and/or water resources use.
- The activity may be proposed by any relevant LMI government ministry, but must include written endorsement from the Ministry of Foreign Affairs.

ADDITIONAL CONSIDERATIONS

Once the U.S. Government receives a Concept Note for an activity that meets the required conditions above, a multi-disciplinary team of U.S. Government experts will evaluate it. Though not required, successful Concept Notes will also demonstrate as many of the following favorable considerations as possible. They will:

- Request support jointly, among two or more LMI countries, for assistance with a common need or shared resource
- Create a large net positive benefit to landscapes within the LMI countries
- Have trans-boundary benefits
- Support a project that includes meaningful public participation
- Support a project that advances climate change mitigation, adaptation or assists climate-vulnerable populations
- Leverage funds from government, other donors and/or the private sector
- Demonstrate implementation commitment from government to cover support costs associated with technical assistance requests, such as visas and work permits, translation services, office space, in-country transport, etc.
- Support a project that aligns with or directly supports national or regional (ASEAN, LMI, Mekong River Commission, etc.) development plans or strategies
- Strengthen the capacity of governments to implement smart infrastructure
- Represent a geographical equity among LMI partner countries
- Not duplicate efforts of other donors

The Smart Infrastructure for the Mekong program will select projects across a wide range of technical and regional areas in the Lower Mekong region. The program reserves the right to make selection decisions in order to balance its portfolio across sectors, countries, and projected outcomes. Other considerations that the program will take reviewing requests include:

- Merit of the proposed project against the evaluation considerations as described above;
- Availability of funds;
- Relevance of the proposed project in relation to regional program priorities including geographic diversity and coverage of underserved areas.