

Annex 1

CONCEPT NOTE TEMPLATE

Tobacco Control Civil Society Grants Programme

The Health Protection Agency (HPA) invites eligible Civil Society Organizations (CSOs) to submit a Concept Note for funding under the Maldives Tobacco Control Civil Society Grants Programme. The programme aims to strengthen civil society engagement in supporting implementation of the Tobacco Control Act, WHO Framework Convention on Tobacco Control (WHO FCTC), and the WHO MPOWER package through innovative, evidence based, community driven initiatives. Concept Notes should not exceed 12 pages excluding annexes.

Submit to:

SECTION A: BASIC INFORMATION
A: Project Title:
B: Lead Applicant (CSO):
C: Partner(s) (WDC / Council / CSO):
D: Target Island/ Atoll (s):
E. Target Population
F: Amount Requested (MVR):
G: Proposed Duration (Start and End Dates): <i>Must be maximum 10 months</i>
H: Priority Area: Select one or more. ☐ Youth Tobacco Prevention ☐ Community Tobacco Prevention ☐ Tobacco Cessation Support ☐ Smoke-Free Environments ☐ Community Advocacy ☐ Capacity Building ☐ Protection from Tobacco Industry Interference ☐ Research and Advocacy ☐ Other (Specify)
Details of the contact person

Name:	Designation:
Phone Number:	Email:

SECTION B: PROJECT SUMMARY

Provide a concise summary of the proposed project including:

- Background
- Overall goal
- Objectives
- Target beneficiaries
- Geographic location
- Key activities
- Expected results, Contribution to national tobacco control priorities

Should provide a clear overview of the project and its expected contribution to reducing tobacco use and supporting implementation of tobacco control policies in the Maldives.
(Max 1 page)

SECTION C: ORGANIZATIONAL BACKGROUND

- Brief overview of the applicant CSO (mission, registration year, core work areas)
- Summarize your organization's experience in implementing public health, health promotion, non-communicable disease (NCD) prevention, tobacco control, youth engagement, community mobilization, advocacy, policy implementation, or other related initiatives. Experience working with the proposed community/location
- Past collaborations with WDCs, Councils, Health Facilities, Schools and Youth organizations (if any)
- Briefly describe the organization's governance structure, key personnel, technical expertise, volunteer network, and resources that will support successful implementation of the proposed project.

Tip: Highlight any relevant track record, existing networks, or staff expertise. (Max 1 page)

SECTION D: PROJECT RATIONALE

Explain **why** this project is needed in the selected community/ target location:

Please address the following:

- What tobacco-related issues or challenges exist in the target community?
- What evidence or local data demonstrates the need for intervention?
- Which population groups are most affected?
- What gaps currently exist in tobacco prevention, cessation, enforcement, advocacy or community engagement?

- How will the proposed project address these gaps?
- Were community members or relevant stakeholders consulted during project design?

Applicants are encouraged to reference national surveys, Health Protection Agency (HPA) reports, local data, research studies, or community consultations where available.

Tip: Use real examples, data if available, and explain local context. (1 – 2 pages)

SECTION E: PROJECT OBJECTIVES & EXPECTED RESULTS

- **Overall Goal:** State the overall goal of the project
- **Objective:** What do you aim to achieve? (1 – 3 SMART objectives)
- **Expected Results:** Describe the expected outputs and outcomes if the project becomes successful (1 – 2 pages)

SECTION F: IMPLEMENTATION STRATEGY & ACTIVITIES

Describe how the project will achieve its objectives (1 – 2 pages)

Tip: Show how the activities are feasible, culturally relevant, and ethical.

Project Objective	Key Strategy/ Approach	Main Activities	Lead Organization	Survivor-Centered, inclusive & community-Driven Approach
[Objective 1] (Eg: Strengthen community support for smoke-free public places)	[e.g., Community advocacy and stakeholder engagement.]	[e.g., Community dialogues, awareness campaigns, stakeholder meetings, distribution of IEC materials, and support for smoke-free initiatives.]	[e.g., CSO, WDC, council]	[eg: Community members, local leaders, women, youth, and persons with disabilities will be meaningfully involved in project planning and implementation. Activities will promote participation without discrimination and encourage community ownership.]
[Objective 2]				
[Objective 3]				

SECTION G: PARTNERSHIPS & STAKEHOLDER ENGAGEMENT

Describe how Health Facilities, WDCs, Councils, and community members will be meaningfully involved in (Max 1 page) :

- Design and planning
- Implementation
- Community Mobilisation
- Monitoring
- Sustainability

Partner	Role in the Project	Confirmed? (Y/N)	Letter Attached?
WDC			
Local Council			
CSO			
Health Facility			

SECTION H: RISK MANAGEMENT

Identify potential risks and describe mitigation measures. (e.g., Low community participation, Misinformation, delays in implementation etc) . (1 - 2 pages)

SECTION I: MONITORING, EVALUATION & SUSTAINABILITY

Explain how you will:

- Monitor project implementation
- Measure outputs and outcomes
- Collect and analyse data
- Document lessons learned
- Use monitoring findings to improve implementation
- Sustain project outcomes after grant completion

Where appropriate, include indicators, baselines and targets

(MVR – indicative and high-level only)

NOTE: The following categories must be used exclusively for implementing **project activities**

Project Management Costs must not exceed **10% of the total proposed budget**.

Please add rows as necessary and delete rows that are not relevant to the proposal

Project Activities Budget		

Output 1		
Workshops, training and conference		Costs related to organizing and conducting community workshops, awareness sessions, capacity building sessions or stakeholder meetings
Local Travel		Transportation costs for staff, facilitators and participants to attend field activities or workshops
Audio Visual & Printing		Printing/IEC Materials, Media campaigns cost, Audio/visual production, or survey forms
Services:		Technical support services directly linked to project activities
Project Management Cost (PMC)		
Administration: For overall management and coordination of the project		
Local Consultant		fees for consultants supporting project oversight
Volunteer		includes modest stipends, refreshments, or transport reimbursement for volunteers engaged in project delivery
Office Supplies		stationery and other consumables used for project administration
Monitoring and Evaluation: For tracking project progress and outcomes		
Travel - Local		transportation for M&E staff conducting field visits or data collection
Audio, Visual and Printing		Production of progress reports, or evaluation tools
Documentation: For compiling and sharing project results		
Translation		Translation of progress reports or materials if required
Audio, Visual and Printing		for report production and knowledge products
TOTAL COSTS (MVR)		

SECTION K: ORGANIZATIONAL FINANCIAL MANAGEMENT CAPACITY

Describe systems and procedures in place to ensure transparent and accountable financial management, including clear accounting practices, fair and competitive procurement processes, and regular, accurate financial reporting. (1 – 2 pages)

SECTION L: DECLARATION OF TOBACCO INDUSTRY INDEPENDENCE

The applicant confirms that:

- The organization has **no affiliation** with the tobacco or nicotine industry.
- The organization has **not accepted funding** from the tobacco or nicotine industry within the last five years.
- The organization will comply with **Article 5.3 of the WHO Framework Convention on Tobacco Control (WHO FCTC)**.
- Any potential conflict of interest will be declared immediately.

Authorized Signatory:

Signature:

Date:

SECTION M: CHECKLIST OF ATTACHMENTS

Please attach all required documents listed below and indicate each submitted document with a p in the corresponding box.

Note: MoHFW may request verification or clarification of any submitted documents.

A: Valid registration with the Registrar of Associations in the Maldives	☐
B: Memorandum of Association (MOA)	☐
C: Articles of Association (AOA)	☐
D: Executive Committee / Board Member list	☐
E: Annual financial & narrative reports (at least 2 years from 2021 onwards)	☐
F: Audited financial statements <i>for lead applicants with annual expenditure above MVR 500,001, in accordance with Articles 54 and 55 of the Associations Act (3/2022)</i>	☐
G: CV or bio of key personnel	☐
H: A formal letter of support from WDC, Local council, or another CSO	☐
I: Draft implementation timeline (optional)	☐
J: Other (specify):	☐

DECLARATION

I certify that the information provided in this Concept Note is true and accurate to the best of my knowledge. I understand that any false or misleading information may result in disqualification. If selected for funding, the organization agrees to implement the project in accordance with the terms and conditions of the Maldives Tobacco Control Civil Society Grants Programme and all applicable national laws and regulations.

Name of Authorized Signatory (Lead Applicant):

Signature:

Date: