



# Vietnam-Australia Human Resource Development Partnership

## Small Grants Fund

Pre-application Training  
Workshops

**Tan Huong**

HCM City 21 January

Hanoi 8 February



# Contribution to VAHRDP Program Outcomes

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## Vietnam-Australia Human Resource Development Program Outcomes:

### Outcome 1

Male and female alumni use new skills and knowledge to make positive contributions to selected priority areas

### Outcome 2

Stronger workplace enabling environments for skills utilisation in selected priority areas

### Outcome 3

Australia and Vietnam have stronger, sustainable links in selected sectors/agencies



# Contribution to VAHRDP Program Outcomes

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## Selected priority areas/sectors:

- Governance and Economic Growth
  - Transport
  - Water and Sanitation
  - Education
  - Gender Equality
  - Agriculture and Rural Development
  - Regional Stability and Human Rights
  - Disability
  - Climate Change (Cross-cutting)
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# Eligible Activities



## Category

N.B

**1. Development and conduct of a training course, workshop, seminar or conference**

Proposals merely to attend one of the above are not eligible.

**2. Applied Research**

This category may include presentation of papers or posters of which an alumnus is a lead author at Australian industry or academic fora.

**3. Organizational and Institutional Change**


This category includes scope for innovative activities promoting organisational and institutional change (that are not covered under the first two categories), especially activities which improve the workplace enabling environment, in particular for women.



# Applicant Eligibility

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## Alumni:

1. Australia Awards Scholarships and Fellowships  
Endeavour Scholarships and Fellowships  
ACIAR Scholarships
  2. Vietnamese Government Scholarships
  3. Self-funded or other source of scholarship AND have completed post-graduate studies at an Australian institution (Up to 10% of the SGF funds each funding round)
  4. Professional Groups established under the Australian Alumni in Vietnam Strategy
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# Funding and Accountability

	AUD	VND
<b>Activity for an individual alumnus</b>	Up to <b>5,000</b>	Up to <b>83,000,000</b>
<b>Activity for an alumni team</b> (specifying roles for each alumnus, show added value in submitting a team proposal as compared to individual proposal)	Up to <b>20,000</b>	Up to <b>332,000,000</b>
<b>Activity for a Professional Group</b> (established under the Australian Alumni in Vietnam Strategy)	Up to <b>20,000</b>	Up to <b>332,000,000</b>

As of October 2016

# Funding and Accountability

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Grants will be disbursed by bank transfer in VND based on the following two principles:

- i) up to 80% on approval of the grant proposal depending on expenditure requirements in the Funds Request from the grantee, and
- ii) the final 20% (or actual outstanding funds required up to 20%) reimbursed on approval of the Activity Completion Report and the Financial Acquittal Report.

In special cases, the total grant amount may be given upfront in one disbursement as appropriately determined by VAHRDP, e.g. presentation at conferences in Australia.

# Funding and Accountability

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## **Zero Tolerance** policy on fraud





# M&E for Small Grants

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- All Small Grant recipients will now be required to develop and report against both intended outputs and intended outcomes.
- In addition, the outcomes ('effects') you intend to have must align with one or more of the three Program Outcomes.



# M&E for Small Grants

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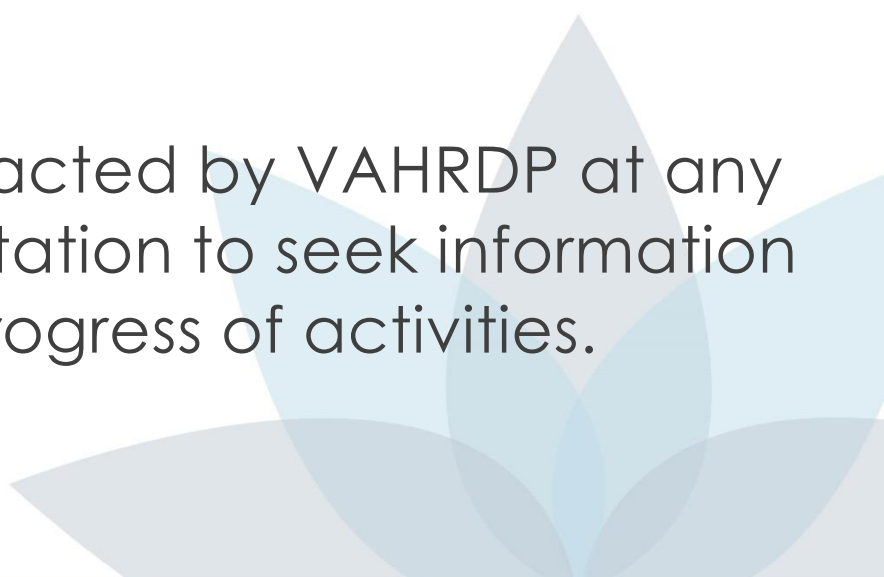
## Progress Report

Should provide a brief overview of the activity achievements against what was anticipated in the submission. Any significant issues encountered should be described, as well as action(s) taken to overcome them.

## Activity Completion Report

## Financial Acquittal Report

Grant recipients may be contacted by VAHRDP at any time during activity implementation to seek information on the implementation and progress of activities.



# Contribution to VAHRDP Program Outcomes

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## Vietnam-Australia Human Resource Development Program Outcomes:

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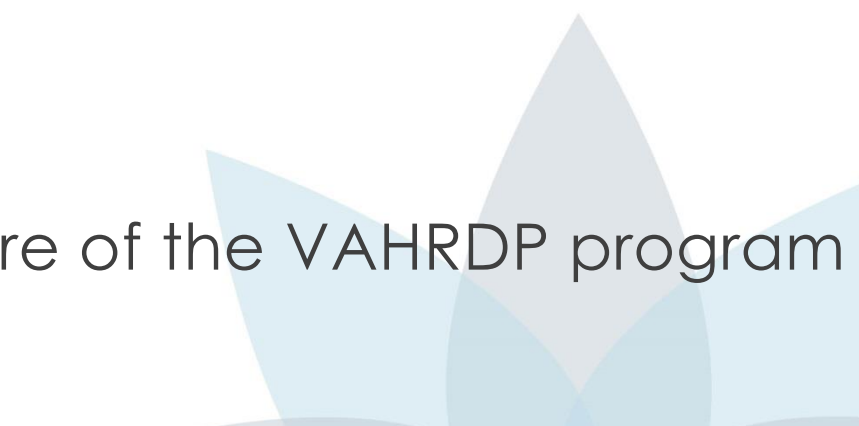


# Assessments

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## 1. Strategic Purpose (20%)


(30% for conference presentations)

- ▶ Problem/issue to be addressed
  - ▶ Overall objective of the activity
  - ▶ Specific outputs
  - ▶ Contribution to one or more of the VAHRDP program outcomes
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# Assessments

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## 2. Gender, Disability and Social Inclusion (20%)

- Contribution to empowering women and girls, promoting gender equality
  - How women and men are differently affected and how barriers to participation by women are identified and addressed
  - Benefit to people with disabilities and rural disadvantaged, including rural disadvantaged ethnic minority peoples
  - Addressing barriers to participation by people with disabilities and rural disadvantaged including rural disadvantaged ethnic minority people
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# Assessments

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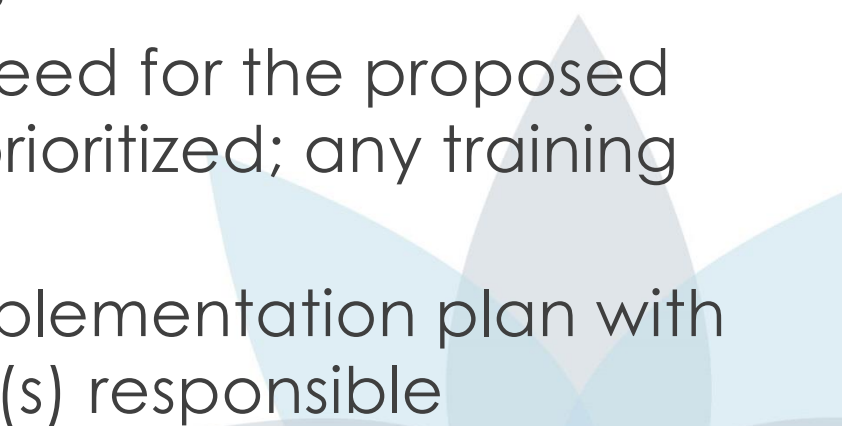
## 3. Ownership and Sustainability (20%)

- ▶ Links with your expertise and skills gained from Australian studies
  - ▶ Support from your organization or community/professional group, any commitment to apply the findings/outputs/lessons learnt from the activity; any supporting evidence
  - ▶ Sustainable benefits for your organization or community/professional group after activity completion
  - ▶ Dissemination of the outputs to a wide/targeted audience
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# Assessments

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## 4. **Methodology** (15%, except conference presentations)

- ▶ Methodology for delivering the activity to achieve desired outputs
  - ▶ Research activities: to what extent the research methodology has been reviewed and endorsed by an expert in the field, or relates to research methods used in published research studies
  - ▶ Training activities: how the need for the proposed training was identified and prioritized; any training needs analysis
  - ▶ Clear management and implementation plan with tasks, timeframe and person(s) responsible
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# Assessments

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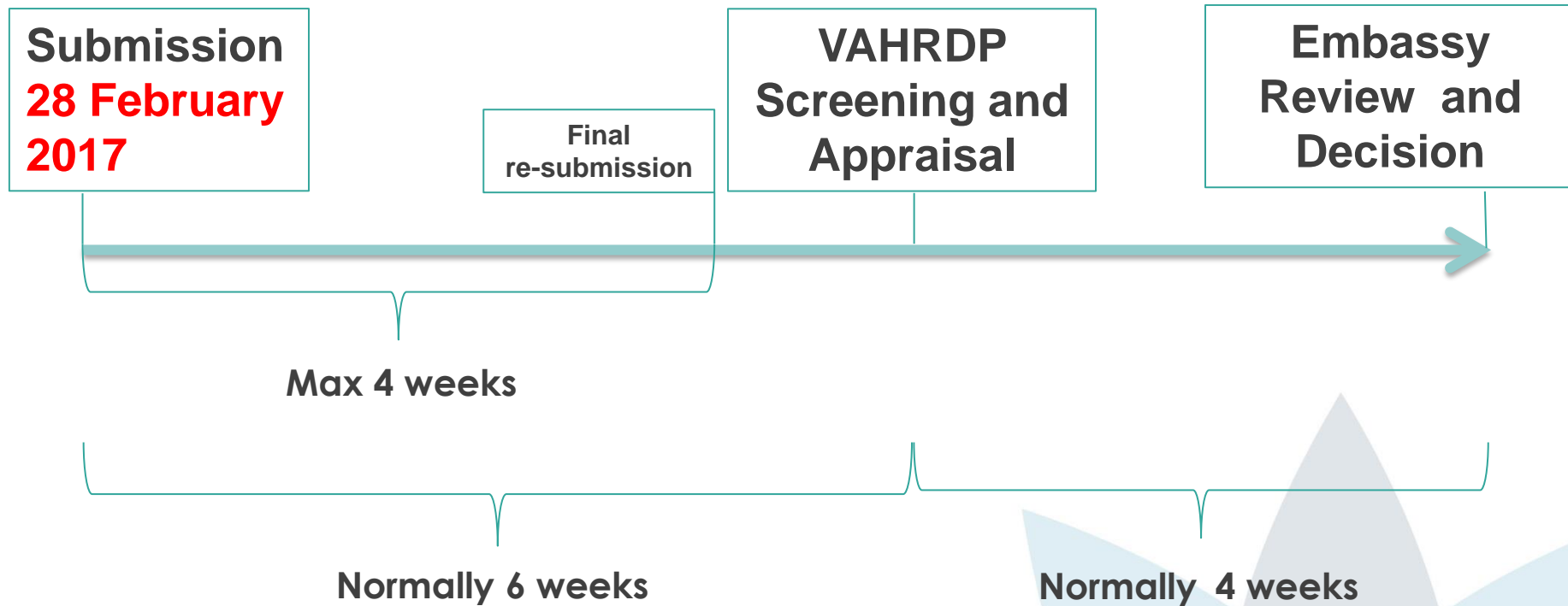
## **5. Financial Investment and Risk Management (15%)**

- ▶ Use Excel spreadsheet (template provided)
  - ▶ Other support that will be obtained: both financial support and/or contributions in kind
  - ▶ The least costly option and provide value for money
  - ▶ Risks that may hinder the achievement of the activity objectives; how to manage these risks (template provided)
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# Appraisal & Approval Procedures

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# After approval ...

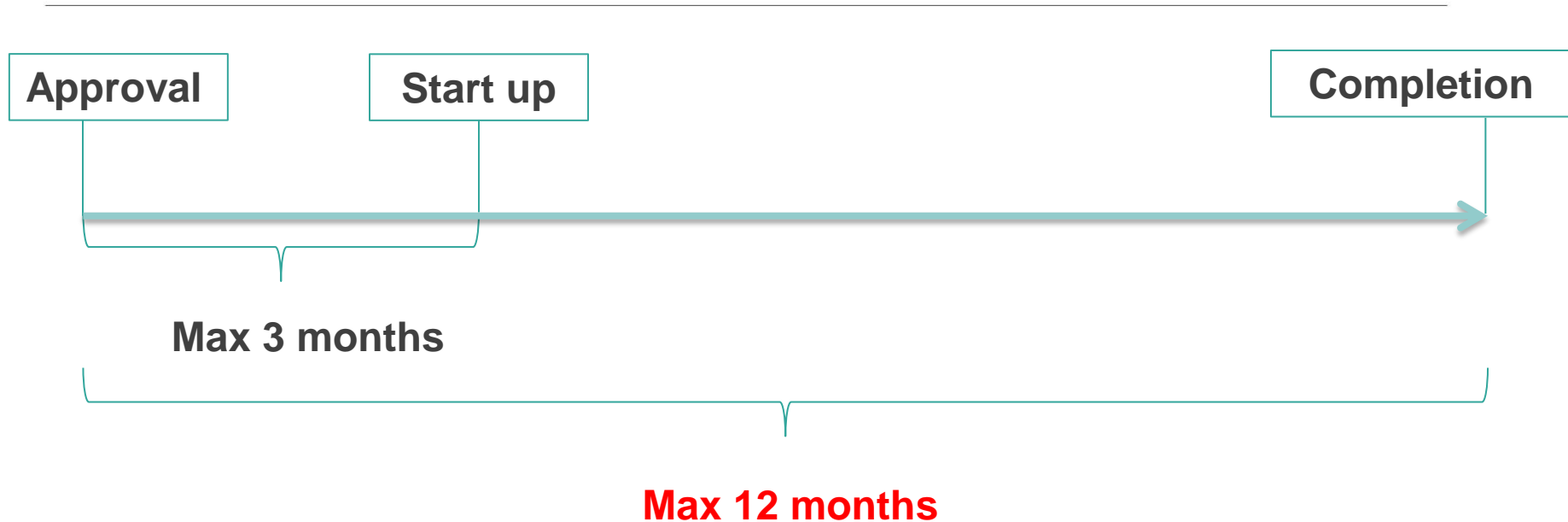
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Briefing session in Hanoi

on grant financial management and reporting



# Duration of Grant



- ▶ Delays should be notified to VAHRDP
- ▶ New start date within 6 months from approval
- ▶ Delays without valid justification could lead to grant withdrawal

# Prepare a Proposal

## SMALL GRANTS FUND APPLICATION GUIDELINES

### Annex 1: - Proposal Template

Please read the Small Grant Fund Guidelines carefully before submitting your application.

(Please complete this section of the form with as much detail as possible. The columns can be adjusted according to the number of alumni involved.)

Note: the final approved version of the Proposal will become part of the Grant Contract as Part A of Grant Contract Schedule.

Proposal submission date: \_\_\_\_\_

<b>Activity Title</b>				
<b>Sector</b>	Choose an item.			
<b>Activity Location</b>				
<b>Eligible Activity Type</b>		<b>Small Grant proposed (VND):</b>		
<b>Activity Start and End Date</b>		<b>Total Activity Cost (VND):</b>		
	<b>Alumni 1</b>	<b>Alumni 2</b>	<b>Alumni 3</b>	<b>Alumni 4</b>
<b>Alumni Applicant(s)</b>				
<b>Australian Degree</b>				
<b>Australian University</b>				
<b>Date returned to Vietnam</b>				
<b>Current Position</b>				
<b>Email Address</b>				
<b>Mobile Number</b>				

# Budget: Use Excel format

## SGF Proposed Budget - Sample

SN	Budget item	Quantity	Unit cost (VND)	Total cost (VND)	Total (AUD)	Notes
1	Advertising banners	10	1,000,000	10,000,000		
2	Backdrop	2	1,000,000	2,000,000		
3	Venue, projector and screen hire	2	2,000,000	4,000,000		
4	Sound and light systems hire	2	3,000,000	6,000,000		
5	Receptionists	4 x 2	300,000	2,400,000		
6	Assistants to run the workshops	4 x 2	300,000	2,400,000		
7	Writing press release	1	2,000,000	2,000,000		
8	Refreshment	70 x 2	50,000	7,000,000		
9	Travel allowance for speakers	3 x 2	250000	1,500,000		
10	Lunch or dinner for speakers and key organisers	5 x 2	300,000	3,000,000		
11	Document photocopies	10	300000	3,000,000		
12	Conducting training need analysis (interviewers, surveys)	8 x 5	200,000	8,000,000		
13	Designing survey and interview questions			0		Done by me
14	Analysing the survey data; Developing the results	4 x 6	200,000	4,800,000		Vu Van Hai and his group in charge of data transcribing, data entry, data analysing and developing key findings

# Budget: Use Cost Norms

## Attachment: Selected Cost Norms

The following cost norms should be applied where appropriate in calculating the budget. Please note the airfares quoted are the maximum costs and efforts should be made to buy cheaper fares if possible.

<b>Domestic Travel rates</b>		AUD	
Per diem	59USD/day	AUD80	
Accommodation	USD135/night	AUD182	
HN-HCMC-HN	VND6,870,000	AUD414	
HN-Danang-HN	VND5,000,000	AUD301	
<b>International Travel</b>			



# When preparing a budget ...

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- ✓ Use Excel format
- ✓ In-Vietnam costs: quote in VND
- ✓ Use Cost Norms
- ✓ Purchases/rental over VND5million: seek quotations from 3 suppliers



# Submit your Proposal

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## Send soft copies **2 files**:

smallgrantsfund@australiaawardsvietnam.org

1. **Full name-SGF Proposal** (Word-based)
2. **Full name-SGF Budget** (Excel-based)

May also send a hard copy:

Small Grants Fund

Vietnam-Australia Human Resource Development Partnership

Room 502A, Building A, 14-16 Ham Long Street

Hoan Kiem District, Hanoi





Thank you!

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Deadline  
28 February 2017

