*Note:* The purpose of the Concept Note is for the partner to express interest and demonstrate its unique advantage and value added for undertaking the Partnership Agreement.

**One separate Concept Note should be submitted for each project.** The Concept Note should be for the entire duration of the project (3 years). Applicants are required to provide a breakdown of activities, targets (where applicable) and budgets per year.

Applicants interested in working with umbrella partners or sub-contracting with other NGOs must clearly indicate so in the Concept Note submission.

The Concept Note is not a full and well-defined description of a Project. The detailed Project and its budget will be fully elaborated after the partner is selected. The Concept Note is to help UNHCR to better understand and select the Best-Fit Partner for a specific Project. ***Please keep the concept notes concise.***

|  |
| --- |
| **CONCEPT NOTE**  |
| **Call for Expression of Interest Reference Number** |  |
| **Name of Organization:** |  |
| **Contact Information**  | Name: Address: Phone: Email: |
| **Project Location:** | Governate(s): Caza(s):  |
| **Project Title:** |  |
| **Project Envisaged Outcomes**  |
| *Describe what the proposed project will achieve, its expected outcomes, including new initiatives if applicable.* |
| **Background and Rationale**  |
| *Provide a background of the organization and the rational for applying to this Call for Expression of Interest.**Please describe the unique advantage your organization brings to the project for achieving the desired outcome for the persons of concern.* *Describe any distinctive technical capacity (material and human resources) and strengths, including past experiences, to deliver the desired output of this project. Briefly describe areas of improvement for which your organization may require support.* *Include your organization’s familiarity with UNHCR’s policies, practices and programmes (if applicable), and participation in inter-agency coordination.* ***[This section, together with the Project Envisaged Outputs, will be assessed against the following selection criteria:*** * ***Sector expertise and experience***
* ***Local experience and presence***
* ***Experience working with UNHCR***
 |
| **Methodology and approach** |
| *Briefly describe the activities, methodology and approach to be used for the project to address the need and achieve the desired output(s) for the persons of concern.* ***Provide targets you intend to achieve for the main activities proposed within this concept note.****Describe how the methodology and approach links/complements UNHCR’s planned output for the persons of concern, including a description of how your organization would monitor project progress. Describe how you intend to incorporate Accountability to Affected Populations, including the active participation of persons of concern in the programme cycle. Demonstrate your knowledge of Protection, Humanitarian Principles & AGDM approach.**Describe how your organization will mitigate against relevant risks. Include existence and functionality of your organizational policies, procedures and practices related business continuity management.**Indicate whether any other partner(s) or contractor(s) will be used in the delivery of the project activities (if applicable).****This section will be assessed against the following selection criteria:*** * ***Sector expertise and experience***
* ***Project management***
* ***Local experience and presence***
 |
| **Resources** |
| *Describe how the required resources would be mobilized by completing the budget table below. Indicate the main cost drivers and procurement activities.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **Budget Year 1** | **Budget Year 2** | **Budget Year 3** |
| e.g. Staff Cost |   |   |   |
| Rental of Premises |   |   |   |
| Transportation |   |   |   |
| Communication |   |   |   |
| Materials  |   |   |   |
| Fuel |   |   |   |
| Office running cost |   |   |   |
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*Complete the table below with the estimated total cost of the project, including total funding to be requested from UNHCR (broken down between direct operations and indirect administrative support costs).* *Provide information on projects and resources currently managed from contributions by other donors that compliment this Concept Note.*

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Year 1** | **Year 2** | **Year 3** |
| Total estimated cost of the project: |  |  |  |
| Total estimated funding to be requested from UNHCR:  |  |  |  |
| % for Direct Operations Costs:  |  |  |  |
| % of Indirect Administrative Costs (*including Project Headquarters Support Costs if any)* |  |  |  |
| Organization’s contribution (financial and/or in-kind) |  |  |  |
| Contributions by other donors |  |  |  |

***This section will be assessed against the Cost effectiveness criteria*** |
| **Other – Environmental Sustainability**  |
| *Indicate the measures taken to integrate environmental sustainability within proposed activities (if any).* |

|  |  |
| --- | --- |
| **Signature** |  |
| **Name/title of the duly authorized Partner**  |  |
| **Date** |  |