

A.3. Partnership Concept Paper Form

PARTNERSHIP CONCEPT PAPER

1. Organization's name

Hint: Name of the organization as listed in the governmental departments

2. date organization was founded, and current registration status.

Hints

- **Registration No:**
- **Date of Registration:**
- **Business Starting Date:**

3. Contact information:

Hint: applicant to fill the below table.

Key contact person(s) and title:	
Office address:	Office phone:
Mobile:	
Email:	Website:

NB: The contact person to list will be responsible for communications between ARE and the applicant. This applies to all aspects of the partnership application, from initial summary through negotiation and award. The contact person must have full authority and responsibility to act on behalf of the Applicant. The agent should be someone who will be directly involved with the partnership activity and has a proven, established relationship with the Applicant.

4. Briefly describe the organization, its purpose, and past related experience:

Hints

Through this part the applicant should showcase that he has the capability to undertake and accomplish the interventions he is proposing in his concept note.

The below are some point the applicant may take into consideration, if applicable in his case, to develop this part.

- Describe the organization (how and when the organization was found, mission, purpose, internal structure, key personnel)
- What are the organization's current activities/services?
- Does the organization and its purpose fit within the proposed activity?
- Describe past related experiences and expertise?
- What skill does the organization bring?
- What are the organization's major accomplishments/achievements?
- Whom are the organization's clients/suppliers/beneficiaries?
- Has the organization been previously supported by international aid programs including USAID? (if yes list them and briefly describe the aid the organization benefited of)
- What assets and resources does the organization have? (List these assets)

This section must not exceed two (2) pages in length.

5. List contact information for three (3) references from previous donors or organizations (U.S. and other) that your organization has collaborated with in the last two years:

Hints

- List three donors/ partner organizations/community leaders that can provide references for your organization's ability to successfully carry out the financial, administrative, and technical requirements of the partnership activity.
- Provide complete information, including a point of contact, with telephone and email.
- Briefly describe your relationship to the reference, list the activity and location of the activity(s) (if it's a previous donor) and the nature and duration of your work together.

6. Have any of the key personnel or leadership of this NGO been terminated or resigned in lieu of termination for any misconduct, including fraud or sexual harassment? If yes, please list name and title.

7. Title of the proposed partnership activity:

Hint: the title given to the activity should be specific and related to the partnership activity objective. It is good to mention the area of intervention in it if applicable.

8. Background: What is the issue or problem that the activity will address? Why is it critical to address this issue?

Hints

Applicant should highlight how the constraints he/she is mentioning in his/her concept note are relevant and impacting their business in particular and sector in general and how solving these problems would lead to improvement.

The below are some point the applicant may take into consideration, if applicable in his case, to develop this part

- Focus on one or two problems that your activity will address.
- State the problem(s): we need to explain the problem/s clearly and segment it:
 - At the champion firm level: How these problems are affecting the firm in terms of quality, quantity, cost, market and reaching new partners,...
 - At the partner level: how these problems are affecting partners, in terms of quality, quantity, cost....
- Explain why solving the/these problem(s) is important
- What will be the positive change? Validating why these problems are important to solve through providing evidence (Market studies conducted by the coop, studies conducted by other NGOs etc...)

This section must not exceed two (2) pages in length.

9. Objective of the proposed partnership activity:

Hint:

- State the partnership objective; describe the activities that are proposed to meet this objective, the expected results to be achieved through the partnership activities, and how the activities are linked to the partnership objective.

10. Describe the proposed activity and expected results in detail, keeping in mind the merit review criteria contained in the solicitation.

Hints:

While developing this part the applicant is advised to consider as much as possible the following

- **Feasibility of designed interventions and technical approach and alignment with ARE objectives and expected results** (i.e. the proposed technical approach can reasonably be expected to produce the intended outcomes), appropriateness of the proposed methodology, innovativeness, and the work plan. The technical approach must directly contribute to the achievement of ARE expected objectives and results.
- **Impact on target groups (evidence of impact, cost effectiveness, additionality, sustainability, scalability, and accountability) meaning** to which extent the proposed interventions
 - correspond to the needs of target group(s) (evidence of consumer demand or evidence that the interventions fill an identifiable need in the market)
 - will directly benefit them (i.e the potential to benefit beneficiaries' lives sustainably.)
 - **would not have taken place in the absence of USAID support**
 - can achieve better results at lower cost or be more effective at solving the problem than the status quo or alternatives.

Hints:

- will result in building and strengthening the capacity of the community and local organizations, and whether the activity itself is sustainable or will promote sustainability of the organization.
- **Environmental aspect:** interventions taking advantage of emerging green technologies, interventions that have a neutral impact on the environment or to which it is possible to mitigate potential adverse environmental impacts (soils, water, air, biodiversity, human health) easily by implementing good agricultural and best environmental practices, both at the production and post-production levels, are highly recommended.
- **Financials:** describe how the activity will be sustainable without additional USAID funding. Basically, how will you make money, and will it cover your operation costs and allow a profit? Show that calculation.
- **Gender awareness and youth inclusion.** The extent to which the proposed activity includes a gender component or represents a strong commitment to women and youth as beneficiaries.

11. Identify beneficiaries, disaggregated by gender if possible, number, how the partnership activities will reach the intended beneficiaries, and how they will benefit from the partnership:

12. Anticipated duration of activity from start to finish:

Overall length (total number of months)	
Start and end date (day, month, and year)	

13. Implementation Timeline: Please list the main task phases with estimated start and end dates for each task. Please include all events, trainings, publications, etc.

<i>Description of Main Tasks</i>	<i>Responsible Party(s)</i>	<i>Partnership Resources Required</i>	<i>Non-Partnership Resources Required</i>	<i>Start & End Dates</i>	<i>Milestone of Achievement</i>
<i>Task 1:</i>					
<i>Task 2:</i>					
<i>Task 3:</i>					
<i>Task 4:</i>					
<i>Task 5, etc: (please add rows as needed)</i>					

14. Approximate cost of this activity (include cash, in-kind [i.e., donated goods or services], and third-party sources):

Hint: The degree to which budgeting is clear, reasonable and reflects best use of time, organizational and grant resources.

Budget Category	ARE Resources (in USD)	Applicant Resources (in USD)	Third Party Resources (identify source) (in USD)	Total Resources Needed (in USD)
Salaries:				
Other Direct Costs:				
Training:				
Travel and Transportation:				
Goods and Materials:				
<i>[Add more rows as needed.]</i>				
Total Estimated Costs (in USD)				

By affixing my signature below, I certify that to the best of my knowledge, the information provided in this application is accurate and correct:

Submitted by (name and title): _____

Signature: _____ Date: _____

FOR PROJECT USE ONLY

Date received _____ Partnership Framework Agreement (PFA) Reference No. _____

The undersigned hereby certifies that: (a) the prospective applicant has received an official delivery receipt for its *Partnership Concept*, (b) a copy of that receipt has been filed, (c) a reference number has been assigned, and (d) a partnership application file has been opened. In addition, the prospective applicant has been advised as to the review and appraisal process, and its primary project point of contact.

Name, Grants Manager _____ Date _____

