

# RDPP II: Call for concept notes for new partnerships

## I. Introduction:

With a humanitarian-development nexus approach to programming, the <u>Regional Development and</u> <u>Protection Programme (RDPP) for Lebanon, Jordan and Iraq</u> aims at supporting civil society, host governments, donors and other stakeholders in understanding and mitigating the impact of protracted forced displacement from Syria. Through partnerships with national and international actors, the RDPP seeks to enhance protection and support socio-economic development for refugees and host communities with a view to support opportunities for durable solutions. The RDPP phase II programme strategy is set out in the programme document available here. The RDPP aims to achieve its programme objective through partnerships working on **three thematic areas**:

Livelihoods towards durable solutions with the objective to improve access to safe and sustainable livelihoods opportunities for displacement-affected populations, in support of durable solutions. The particular focus will be on enhancing transferable employability skills of displacement affected populations and improving capacity of national partners, structures and institutions to create jobs and mainstream decent work.

**Upholding and expanding the protection space** for vulnerable refugees and host communities. The particular focus will be on enhancing capacity of national actors and enabling vulnerable rights holders to enjoy rights and access protection services, and improving social cohesion and reducing tensions in displacement affected communities. This component will have a particular focus on preventing and responding to sexual and gender based violence (SGBV) and child labour.

**Applied research and advocacy** to contribute to a more conducive environment for durable solutions. The particular focus will be on producing high quality and relevant research to be used by stakeholders and support targeted, evidence-based advocacy on different levels, which informs policies and programming towards durable solutions.

### Crosscutting engagement principles:

Underlying and to guide partnerships and engagements of the RDPP, **four crosscutting engagement principles** 1) Localization, 2) Innovation, 3) Humanitarian-Development Nexus, and 4) Human Rights-Based Approach (HRBA) and Gender have been incorporated in the RDPP II, which applicants need to consider in the project design. As lessons learnt from phase I of the RDPP, operationalising the principle of innovation can be complex and the principle of innovation will not be relevant for all partnerships, therefore commitment to delivering on innovation will not be applied to the evaluation of all partnerships.

**Localization** is a core focus and RDPP prioritises direct partnerships with local actors. In partnerships with more than one partner, where direct contracting with the local actor/s is not suggested by the

applicant organisation/s from the beginning of the partnership, all partners should have defined roles in the project implementation and a strategy for gradual transfer of responsibility to the local partner in the course of implementation should be outlined in the application. To further support the localisation principle, partners will be encouraged to include meaningful capacity development elements in proposals through the inclusion of allocated activities and budget. RDPP will work with applicants to further elaborate on capacity development strategy in the development of the full proposal.

**Innovation** – innovation is understood as developing new approaches, methodologies, technologies and knowledge products that create new added value for stakeholders and contribute to deliver higher, sustainable impact, based on risk-willing investments. This includes the development and piloting of new strategies and operational approaches with a potential for scaling-up. This covers a proactive risk-taking approach that includes integrated, multi-faceted programmes; dynamic multi- stakeholder partnerships; increased local leadership and pilot testing. As part of the monitoring and evaluation of innovative projects, partners will need to document whether 1) new knowledge has been generated or an enhanced evidence base around the innovation is created 2) the innovation offers a measurable, comparative improvement in effectiveness, quality or efficiency over current approaches and/or 3) the innovation is taken to scale and used by others to improve performance. Innovation can be the central element in a proposed project, but it can also be one innovative element in a larger proposal. The justification and innovativeness of the approach will need to be explained in the proposal.

Humanitarian-Development Nexus is a core priority for all partnerships. The RDPP II nexus approach can be captured within EU's five lessons of humanitarian-development policies1:

- 1. Actors, including local authorities, civil society, the private sector and diasporas, should be involved from the early stages and throughout a crisis.
- 2. Refugees should be given opportunities to move from aid dependence to self-reliance; this increases the likelihood that solutions are sustainable, be it voluntary return, resettlement or local integration.
- 3. Protracted displacement has severe impact both on displaced individuals and their families, but also on host countries and communities.
- 4. Solid evidence, reliable data and comprehensive analysis of refugee situations, including impacts on host communities, are crucial to formulate evidence-based and results-oriented policies and programmes.
- 5. Building and maintaining adequate protection space, that reduces vulnerabilities and empowers refugees, other displaced and displacement affected populations, is crucial.

**Human rights-based approach (HRBA) and gender focus** - Phase II of RDPP includes Danish and EU policies of a HRBA and application of the PANT (Participation, Accountability, Non-discrimination, Transparency) principles. A human rights-based approach will be applied to all partnerships and programming across the three thematic areas. Women and youth are a key target group for RDPP II.

## II. Call for concept notes:

Through this call for concept notes RDPP is open to receive submissions contributing to one or more of the thematic and outcome areas (Livelihoods (A 1 and 2), Protection (B1 and 2), Advocacy (C2)) in the Programme Document and specified below. Concept notes with an integrated programme design covering more than one of the outcome areas and thematic areas are encouraged. While projects may

<sup>&</sup>lt;sup>1</sup> Global Compact on Refugees – First thematic session, Geneva, 10 July 2017, EU Statement

include a component of analysis or research to inform the project or support advocacy, the research outcome area is not covered in this call and partners will be contracted separately, thus only the advocacy component of thematic area C is covered here.

Kindly note that the detailed focus for the thematic area in the focus country below is only additional information to the full description of the thematic areas in the RDPP Programme Document. To formulate successful concept notes it is necessary to read the full descriptions on the thematic areas in the Programme Document.

The submitted concept notes will be evaluated on the basis of the below three points:

- 1. How the project aligns and contributes to the objectives, intended results and overall description of the thematic areas as outlined in the RDPP II Programme Document, including Annex 2
- 2. How the project relates to the specific focus for the thematic area for each of the countries as outlined in the text below
- 3. How the project reflects and integrates one or more of the four cross-cutting engagement principles of the RDPP II described above and further elaborated in the Programme Document.

# i. Focus for the thematic area in the three focus countries:

## Thematic area A. Livelihoods towards durable solutions

The RDPP is looking for partnerships focussed on improving access to safe and sustainable livelihoods opportunities for displacement-affected populations to increase household income and promote durable solutions. Considerations of the approach to durable solutions<sup>2</sup> for displaced populations, as locally appropriate, should be explicitly integrated into livelihoods projects.

Concept notes should respond to either or both of enhancing transferable employability skills and linkages to the labour market to increase access to jobs and income (outcome area A1) and/or creation of jobs and improvements in working conditions (decent work) (outcome area A2) described in the Programme Document. Recognising the limitations of the operating environments, including economic stagnation, high unemployment and restrictive legal frameworks, innovative approaches and partnerships are sought.

Partnerships with a focus on ensuring sustainable jobs (improving national legal frameworks, ownership of businesses, work permits) will be prioritised over quantity of beneficiaries, as will also considerations of strategies to ensure improvement in livelihood situation of beneficiaries i.e. genuine documented increase in the income of the household, reduced negative coping mechanisms etc.

Livelihoods projects should be gender responsive and barriers to entry and retention of women into the work force should be considered and addressed.

## Priority areas for livelihoods concept notes covering Jordan and Iraq are:

Consideration in the project design should, as relevant, include considerations of the following:

<u>A1 Enhancing transferable employability skills</u> – this may include, but not limited to, career counselling, skills training combined with on the job training/practical component/internship/apprenticeship, and support to access the job market though placement or matching to secure employment, follow up and support to ensure retention in the gained employment. Approaches should be demand driven based on

<sup>&</sup>lt;sup>2</sup> Durable solutions are i) voluntary repatriation ii) resettlement to third country iii) local integration in country of asylum

needs and gaps evidenced by a comprehensive market assessment (conducted following best practices by partner or already existing) and consultation with private sector on needs.

- Linking all trainees into secured and sustainable employment is a priority and should be part of the project design and beneficiary selection.
- Course selection by refugees should include consideration of durable solutions preferences, and transferability of livelihoods as appropriate.
- Skills trainings should be delivered by working through national structures, or accredited private vocational training providers including with a systems strengthening angle, where relevant.
- To the very extent possible, certification of trainings at national level through official national certification bodies.
- As appropriate the private sector should be engaged in competency based curriculum development, as well as testing and certification.

<u>A2 Improved capacity of national partners to create jobs and mainstream decent work</u> – this may include but not limited to, entrepreneurship training, business start-up and incubation support, capacity support to national structures, institutions and private sector actors to support job creation, support to access microfinance/finance, business development services and support, development of tools to support to improve working conditions and inclusion of decent working practices.

- Partnerships with national and local structures to support business development and job creation e.g. chambers of commerce/industry associations/incubators/businesses.
- Business development services and start up support should consider also future expansion and transferable potential in recognition of durable solutions.
- Support to development and formalisation of joint ventures between refugees and host community ensuring equal protections and benefits with a consideration of legal frameworks to support formalisation of rights.
- Support to value chain development, particularly in sectors open to employment of refugees, in particular but not only limited to Syrian refugees.
- Support to registration of Home Based Businesses, formalisation of businesses, securing work permits in line with national policies.
- Improvements in working conditions (decent work) particularly in sectors open to employment of refugees, in particular but not only limited to Syrian refugees.
- Support in addressing barriers to female employment e.g. addressing child care or safe transportation provision.
- Possible support to home based businesses with consideration of ensuring genuine, sustainable income.

# Priority areas for concept notes covering Lebanon are:

Consideration in the project design should, as relevant, include considerations of the following:

<u>A1 Enhancing transferable employability skills</u> – inclusion of activities in this area should be limited to an integrated component of a decent work or child labour focussed project.

<u>A2 Improved capacity of national partners to create jobs and mainstream decent work</u> – this may include but not limited to, entrepreneurship training, business start-up and incubation support, capacity support to national structures, institutions and private sector actors to support job creation, particularly in sectors open to employment of refugees (in particular but not limited to Syrian refugees), support to access microfinance/finance, business development services and support, development of tools to support to improve working conditions and inclusion of decent work in projects.

- Partnerships with national and local structures to support business development and job creation e.g. chambers of commerce/industry associations/incubators/businesses.
- Business development services and start up support should consider also future expansion and transferable potential in recognition of durable solutions.
- Support to value chain development, particularly in sectors open to employment of refugees.
- Improvements in working conditions particularly in sectors open to employment of refugees.
- Support in addressing barriers to female employment for example by addressing child care or safe transportation provision.

# Thematic area B: Upholding and expanding the protection space

The RDPP is looking for partnerships focussed on expanding the protection space for refugees and vulnerable host communities and IDPs, though improved protection services and/or social cohesion/reduced tensions.

Consideration in the project design should, as relevant, include considerations of the following:

# Priority areas for all countries are:

<u>B1</u> Supporting enhanced capacity of national actors (government or non-government organisations working at national or municipal level) to improve protection frameworks and protection services, in particular in the area of prevention and response to Sexual and Gender Based Violence (SGBV) (including early marriage) and child labour. RDPP will prioritize support to partnerships emphasising the capacity development elements rather than those providing direct services.

- Capacity development efforts should be based on a comprehensive needs assessment including sustainability and should be well coordinated with other actors providing support to these actors/sectors.
- Interventions should link with relevant national frameworks and plans.
- Integrated programming e.g. with the livelihoods thematic area is encouraged.
- Project activities aiming at changing knowledge, attitudes and practices should include a broad spectrum of stakeholders including women, girls, families, men, boys, elders and/or religious leaders, as relevant
- For child labour focussed projects, innovative strategies and linkages to livelihoods programming should be considered.

<u>B2</u> Improving social cohesion and reduced tensions in displacement affected communities though community-based conflict resolution interventions – this may include capacity development and empowerment of local conflict resolution and mitigation actors, community projects, creation or strengthening of community structures or mechanisms to address local tensions/conflicts. Approaches should be based on a comprehensive context analysis and tailored to each national and subnational context, including consideration of future shocks such as returns, evictions, etc.

• Where relevant, interventions should build on, strengthen and complement existing structures and initiatives in target areas where they exist.

- Interventions should be based on a comprehensive understanding of the context and not aimed at communities, where tensions do not exist i.e. apply a 'do no harm' approach and ensure to not to create divisions through categorisation of communities where none exist.
- Use of media and other in innovative techniques may be considered.
- Linkages to projects under B1 and thematic area A encouraged.

## Thematic area C2: Advocacy

In RDPP phase II the research and advocacy partnerships are largely combined to strengthen the use and influence of evidence and research generated. However, through this call RDPP is interested to receive concept notes proposing innovative approaches to targeted, evidence-based advocacy at different levels (sub national, national, international) in support of durable solutions and in consideration of supporting the rights of vulnerable groups, while in displacement. The proposed projects should have a specific focus on enhancing or building national capacities on advocacy. Mainly concept notes with a focus on Jordan and Iraq will be considered.

Applications for this thematic area are limited to organisations with proven capacity and technical skills in advocacy. Partnerships under this thematic area will be limited to a single or maximum two partnerships.

# ii. Geographical coverage:

With the Syrian displacement as the core focus for the programme, the RDPP II covers Jordan, Lebanon and Northern Iraq. Northern Iraq is defined as the geographical area of the Kurdistan Region of Iraq (Governorates of Erbil, Sulaymaniyah and Duhok) and the governorates bordering these i.e. Ninawa, Salah al-Din, Kirkuk, and Diyala.

Concept notes may be country specific or multi-country/regional. Within each country geographical priority areas are those identified as particularly affected by the Syrian displacement crisis.

## iii. Targeting:

Concept notes should respond to the needs of refugees and host communities, as well as IDPs and migrant workers (where relevant) within the same geographical or sectoral areas of intervention. In general, concept notes should target out-of-camp populations (camps defined to be formal refugee/IDP camps in Jordan and Northern Iraq) unless otherwise justified by the applicant in the concept note.

Projects should align with national development and response plans, as well as national frameworks, guidelines and policies. Projects are also expected to be closely coordinated with other projects and partners working within the sector, geographical area or partners/institution and demonstrate sufficient capacity for coordination and avoid overlap of engagements.

Beneficiary selection and targeting should be clearly justified and explained. For the thematic area B related to protection, vulnerability is a main criterion. For thematic area A where the main objective is sustainable livelihoods, vulnerability might not be a prioritised criteria in beneficiary selection. Across the thematic areas RDPP has a focus on supporting women and youth.

## iv. Duration:

Projects are expected to start towards the end of 2019 and may run until December 2021. Longer partnerships are preferred.

### v. Partner management:

Partnerships will be managed under the Danida financial guidelines which are available here <u>http://amg.um.dk/en/Tools/financial-management/accounting-and-auditing</u>

## vi. Monitoring, evaluation audit and exit:

Concept notes should include a mid-term review and external final evaluation as well as an annual performance audit. Concept notes should reflect a sustainability strategy and exit strategy, as appropriate. Where an international organisation is the direct partner, a plan for gradual transfer of responsibility for the local partner during the course of the project should be considered and included.

## vii. Available budget:

The available budget for this call for concept notes is a maximum of 190 million Danish Kroner (25 million Euro). Concept notes should have a minimum total budget of 1 million Euro. There is no upper limit. The RDPP expects to allocate a maximum of 10-15 partnerships contracts within this budget. The RDPP withholds the right to not allocate the maximum available funding.

There is no requirement for co-funding. If the proposed project is funded by more than one donor, the concept note must describe the entire project and reflect the total budget. In the budget format, the RDPP funding part as percentage of total budget should be specified.

Overhead costs may be a maximum of 7% of the RDPP direct costs.

For direct contracts with local organisations or projects with significant focus on strengthening national structures, capacity development costs may comprise 20% of the total budget of direct costs or a budget line of unallocated funds for capacity development can be included for further negotiation and elaboration with the RDPP team in the process of developing the full project proposal. The limitation on 20% of the total budget for capacity development is waived when the primary objective of the project is the capacity development of a national actor/s or institutions.

## viiii. Eligibility criteria:

Non-profit organisations who do not act as economic actors in the specific context of the engagement can apply. The applicant/s have to have demonstrated expertise in the sector of operation and the geographical area of intervention.

All applicant/s to the concept note including co-applicants need to be registered entities with the relevant national authorities in the country/ies in which the project intends to be implemented.

One entity can only submit one concept note per country, whether as a main applicant or co-applicant.

The partnership strategy of RDPP II has a strong commitment to localisation. This entails that partnerships with national actors will be prioritised in the selection process, as also outlined in the RDPP II Programme Document and its Annex 2. Applicants are encouraged to consider this in their application and project design.

Applications from applicants listed as ineligible to receive funds from EU or the other contributing donors to the RDPP II will be automatically disqualified.

# **III. Selection process:**

The selection criteria that will be used to review concept notes are set out in Annex 2 of the Programme Document. Eligible concept notes will be reviewed and scored by a panel of RDPP staff.

Successful applicants will be informed latest by the second week of October. Successful applicants will be invited to submit a full project proposal following initial feedback from the RDPP staff, which will be conveyed in a meeting between the applicant/s and the RDPP Project Manager for the country. The RDPP expects to review all successful concept notes during October and November with the aim to sign commitment letters with all partners by latest December.

RDPP reserves the right to not select any partner in any thematic area or country. The RDPP is not obliged to fully support proposals submitted. The RDPP assesses proposals according to the same criteria, but can choose to only support parts of the submitted proposal.

# IV. Co-creation

The RDPP wishes to invite selected successful applicants to participate in a co-creation process. The cocreation would take place in the country of the applicant and take 5 full working days (with the possibility of overlapping with weekend days, but will aim to be avoided). Participants in the co-creation would be relevant management, technical staff and board members from the applicant/s and RDPP staff. The workshop would be facilitated by an external consultant and be conducted in English mainly. The workshop will be divided into different sections focusing on project strategy, LFA, capacity development activities, M&E etc., therefore not all staff and board members would need to be present during the entire five days.

The aim of the co-creation process would be to have a shared common understanding of the partnership between the applicant and the RDPP from the initial start of the project. During the workshop the participants will also be writing the project document, which aims to reduce the length of the negotiation process. There might be small adjustments still to be negotiated after the co-creation workshop is finalised, but the aim of the workshop is that on the final day the RDPP will sign a commitment letter, which provides the applicant with the contractual foundation to start implementation from the day the workshop ends. Please see further details in Annex 1 below.

If the applicant and co-applicant organisations would be interested in engaging in co-creation, kindly indicate interest in the section on page 1 of the concept note format. The co-creation workshops is expected to start on the 21<sup>st</sup> of October. The specific dates will be announced on the RDPP website later in September.

# V. How to apply:

Applications must be submitted in the annexed concept note format. The maximum length of the application is 8 pages + 2 pages LFA/results framework. The completed concept note template which includes an overview budget (in Danish Kroner) and log frame annexed to this document and available for download from <a href="http://rdpp-me.org">http://rdpp-me.org</a> should be submitted by email to <a href="http://rdppme.org">rdppme@um.dk</a> by 12 noon Beirut time on 1<sup>st</sup> of October 2019. Please specify in the subject line "call for concept notes 2019" and the country/ies which the concept note covers.

Applications not submitted in the concept note format, not following the format requirements stated on page 1 of the concept note, or exceeding the maximum length will not be considered eligible. Concept notes submitted after the deadline or incomplete applications will be automatically disqualified.

You will receive an auto reply message confirming receipt of the concept note. Please retain for your records, this is the proof of submission.

Questions related to the call for concept notes but not concerning specific concept note content may be submitted to <u>rdppme@um.dk</u> until 20<sup>th</sup> of September 2019. Confirmation of receipt will be provided by auto reply message. All questions and answers will be posted on the RDPP website. The final questions and answers will be posted on the 24<sup>th</sup> of September 2019.

# VI. Annex:

- 1. Co-creation of full project proposals
- 2. RDPP concept note template

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# Annex 1:

# **Co-creation for development of project proposals**

As a different approach to finalising the final project proposal, the RDPP wishes to invite selected applicants to participate in a co-creation process. The co-creation would take place in the country of the applicant and take 5 full working days (with the possibility of overlapping with weekend days, but will aim to be avoided). Participants in the co-creation would be relevant management, technical staff and board members from the applicant/s and RDPP staff. The workshop would be facilitated by an external consultant and be conducted in English mainly. The workshop will be divided into different sections focusing on project strategy, LFA, capacity development activities, M&E etc., therefore not all staff and board members would need to be presented during the entire five days.

The aim of the co-creation process would be to have a shared common understanding of the partnership between the applicant and the RDPP from the initial start of the project. During the workshop the participants will also be writing the project document, which aims to reduce the length of the negotiation process. There might be small adjustments still to be negotiated after the co-creation workshop is finalised, but the aim of the workshop is that on the final day the RDPP will sign a commitment letter, which provides the applicant with the contractual foundation to start implementation.

The RDPP will have limited capacity to offer for co-creation workshops. If the applicant organisation could be interested in co-creating the project proposal together with RDPP, then kindly indicate this on the first page of the concept note. If the relevant staff and board members are available on more than one of the indicated dates, please check all relevant boxes.

If the applicant and co-applicant organisations would be interested in engaging in co-creation, kindly indicate availability of dates in the section on page 1 of the concept note format.

Dates available for co-creation will be announced later in September on the RDPP website. Co-creation workshops are expected to start on the 21<sup>st</sup> of October 2019. Applicants who have expressed interest in a co-creation workshop will be contacted to indicate preference of dates.

# Annex 2: Concept note format



Regional Development and Protection Programme for Lebanon, Jordan and Iraq

This form is to be used when preparing an application for the RDPP II. This form is to be completed in Word and may not exceed <u>8 pages</u>. Forms must be typed with fonts no smaller than Arial 10. An LFA not exceeding 2 pages is to be attached. No other attachments are accepted.

The concept note is to be forwarded to <a href="mailto:rdppme@um.dk">rdppme@um.dk</a> latest by 12:00 noon on 1<sup>st</sup> October 2019. Please specify in the subject line "call for concept notes 2019" and the country/ies which the concept note covers.

Only <u>one</u> concept note is accepted from each applicant/co-applicant per country, and the format requirements <u>must</u> be followed. <u>Otherwise the concept note will be considered ineligible and disqualified.</u>

1. Organisation apply	ying			
Name				
Address				
Contract norsen	Nome			
Contact person	Name	E-mail		
	Phone	Fax		
	<b>/s</b> applying - Please check the relevant box			
National organisation				
National organisation with international partner				
□International organisation with more national partners				
□International organisation with one national partner				
□ International organis	ation			
<b>2. Thematic area/s</b> addressed by the concept note (please tick all relevant boxes)				
□ A1 □ A2	$\Box$ B1 $\Box$ B2 $\Box$ C2			
3. Co-creation: If your organisation would be interested in a co-creation workshop and can ensure all				
relevant board members and staff available please tick the box below:				
□ Yes, our organisation/s would be interested in participating in a co-creation workshop				
4. Project title				
5. Amount (in DKK) a	applied for from the RDPP			
6. Project period (not exceeding 31 December 2021)				
Expected project start (month/year) and end (month/year)				
7. Project Objective				
Please state the project objective				
8. Project location/s -				
e. i ejectioudion/o				

# **General Information**

Please tick the all applicable boxes and specify geographical area (town, province) further below □ Lebanon □ Jordan □ KRI

Geographical area:

#### 9. Applicant organisation and partners

Please describe the applicant organisation and other partners to the project, including demonstrated experience in the relevant sector and geographical location, specifying their role of each partner in the project and % of the budget to be administered by them.

# **Project Information**

#### 10. Project description

Including but not necessarily limited to: Context

Analysis of context, needs and relevant stakeholders including engagement with national structures

#### Objectives, expected outcomes and planned activities

 Including how the proposed project relates to the results framework of the RDPP and relevant national frameworks

#### Target Groups (number of beneficiaries targeted)

- Criteria and methodologies for selection of beneficiaries
- Specify to what extent the project will target refugees and host communities, IDPs, women and youth.

#### 11. Engagement principles

Please provide an overview of how the project relate to one or more of the RDPP crosscutting engagement principles (Localization, Innovation, Humanitarian-development nexus, Human Rights-Based Approaches)

#### 12. Capacity development

Please describe

- How the project develops the capacity of the implementing partners or institutional partners
- Any transfer of responsibilities to national partners or structures

#### 13.Risk assessment, sustainability and exit strategy

Please explain:

- Elaborate on risk relevant to the project and mitigation measures
- Sustainability and exit strategy for the project

**14. Proposed budget in DKK** (Please ensure clear linkages between specific budget lines and proposed outputs)

Budget item	Amount (in Danish Kroner)	
HR project staff		
HR support staff		
Project activity costs		
Subgrants to partners		
Support/operational costs		
Evaluations (mid-term and end) and annual audit		
Maximum 7% overhead costs		
Project total		
RDPP contribution requested		

#### 15. Other sources of funding

Please specify other funding sources contributing to the proposed project, if any (in DKK):

### Annex: Logical Framework (max 2 pages)

There is no template but the log frame should specify the overall project goal, outcomes, outputs, activities. It should include indicators and means of verification, risks and assumptions.