|  |  |
| --- | --- |
| **Concept note format** | |
|  | Regional Development and Protection Programmefor 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 8 pages. 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 [rdppme@um.dk](mailto:rdppme@um.dk) latest by 12:00 noon on 1st October 2019. Please specify in the subject line “call for concept notes 2019” and the country/ies which the concept note covers.  Only one concept note is accepted from each applicant/co-applicant per country, and the format requirements must be followed. Otherwise the concept note will be considered ineligible and disqualified. |

**General Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **1. Organisation applying** | | | |
| **Name** |  | | |
| **Address** |  | | |
| **Contact person** | Name | | E-mail |
| Phone | Fax | |
| **Type of Organisation/s** 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 organisation | | | |
| **2. Thematic area/s** addressed by the concept note (please tick all relevant boxes)  A1  A2  B1  B2  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) 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 -** | | | |
| 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. | |