Annex A- Modified Version (chnages highlighted in yellow)

Partnership CONCEPT PAPER TEMPLATE

A.1. Purpose

The *Partnership Concept Paper Template* is designed to gather basic information about the Applicant and what it is proposing to do. This format should be presented by the applicants in response to an APS or a RFA, per the instructions in the solicitation

A.2. Instructions by Section

Items 1-2: Organization’s name, date organization was founded, and current registration status.

Item 3: Contact Information— Contact name, title, address, telephone, fax, e-mail, etc. The contact person (agent) is 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 agent 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.

Item 4: Briefly describe the organization and its activities—This section should introduce the Applicant and its background: how it was formed, its mission or purpose, major accomplishments in the area of the targeted activity, current activities, past related experience, and clients. This section must not exceed two (2) pages in length.

Item 5: References—List three donors, partner organizations, or 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. Briefly describe your relationship to the reference and the nature and duration of your work together. If the reference is a previous donor, list the activity and location of the activity(s) they funded. Be sure to provide complete information, including a point of contact, with telephone and email.

Item 6: Termination of key personnel due to misconduct. This information serves as part of due diligence process

Item 7: Partnership activity title—The title given to the activity should relate to the partnership activity objective.

Item 8: Background—Identify the problem that the partnership activities propose to address. This section must not exceed two (2) pages in length.

Items 9-10: 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. The partnership objective and activities must be linked to ARE objectives as described in the solicitation. This should be the most detailed section but must not exceed six (6) pages in length.

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

Item 12: Anticipated duration should be stated with a degree of accuracy of plus or minus two weeks. (not to exceed 24 months).

Item 13: Main task phases of the activity—Provide details regarding the subtasks of the activity.

Item 14: Approximate cost of this activity (cash, in-kind, and third-party sources)—Applicant must submit a rough estimate of the cost of the proposed activity and sources of funds, specifying how much will come from ARE, the Applicant’s contribution, and any third-party contributions. An exact detailed budget is not necessary at this point, only a plausible estimated calculation, which should be realistic and provide the basis for further negotiations during the co-creation process should the concept note be approved to move forward in the partnership development process. Note that the budget must be provided in USD. ARE expects that the average value for its investment(s) within the context of an approved Partnership Framework Agreement will be within a range from $130,000 to $150,000 though the final investment amount may be higher or lower than this estimated average, depending on the nature of the proposed partnership and the potential impact(s) to be realized through the interventions included therein.

**A.3. Partnership Concept Paper Form**

Project Name  
 Parntership Concept paper

1. Organization name:
2. Date organization was founded and registration status:
3. Contact information:

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

1. Briefly describe the organization, its purpose, and past related experience:
2. 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:

|  |  |  |  |
| --- | --- | --- | --- |
| Donor Agency or Organization | Nature of Relationship or  Title of Project, Location | Start & End Dates of Collaboration | Contact Person |
|  |  |  | Name & Position: |
|  | Email: |
|  | Tel: |
|  |  |  | Name & Position: |
|  | Email: |
|  | Tel: |
|  |  |  | Name & Position: |
|  | Email: |
|  | Tel: |

1. 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.
2. Title of the proposed partnership activity:
3. Background: What is the issue or problem that the activity will address? Why is it critical to address this issue?
4. Objective of the proposed partnership activity:
5. Describe the proposed activity and expected results in detail, keeping in mind the merit review criteria contained in the solicitation. Applicants are encouraged to include a basic feasibility study in order to strengthen and validate the financial impact and profitability of the suggested intervention. Metrics such as Return on Investment (ROI) or Internal Rate of Return (IRR) would be appropriate for inclusion in any feasibility analysis.
6. 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:
7. Anticipated duration of activity from start to finish:

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

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

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

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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: |  |  |  |  |
| *[Add more rows as needed.]* |  |  |  |  |
| 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |