# CONCEPT NOTE

## Instructions for drafting the concept note

Please note that only the concept note should be submitted in the first stage (no full application).

There is no specific template for the Concept Note but the applicant must ensure that the text:

* does not exceed 5 full pages (A4 size) of Arial 10 characters with 2 cm margins, single line spacing;
* provides the information requested under the headings below, in the order in which it is requested;
* provides full information;
* is drafted as clearly as possible to enable it to be evaluated.

### Summary of the action[[1]](#footnote-2)

Please complete the table below, which should not exceed 1 page.

|  |  |
| --- | --- |
| Title of the action: |  |
| Location(s) of the action: — *specify location(s), region(s) that will benefit from the action* |  |
| Total duration of the action (*months*): |  |
| Total budget (amount) | <*EUR / currency of the Contracting Authority* > |
| GIZ financing requested as a percentage of total budget of the Action (indicative) | % |
| Objectives of the action | <*Overall objective(s)*>  <*Specific objective(s)*> |
| Target group(s)[[2]](#footnote-3) |  |
| Final beneficiaries[[3]](#footnote-4) |  |
| Estimated results |  |
| Main activities |  |

### Description of the action (max 1 page)

*Please provide all the following information:*

*Give the background to the preparation of the action.*

*Explain the objectives of the action.*

*Describe the key stakeholder groups, their attitudes towards the action and any consultations held with them.*

*Briefly state the type of activities proposed and specify related outputs and results, including a description of linkages/relationships between activity clusters.*

*State the broad timeframe for the action and describe any specific factor that has been taken into account.*

### Relevance of the action (max 3 pages)

#### *Relevance to the objectives/sectors/themes/specific priorities of the call for proposals*

*Please provide all the following information:*

*Describe the relevance of the action to the objective(s) and priority (ies) of the call for proposals.*

*Describe the relevance of the action to any specific subthemes/sectors/areas and any other specific requirements stated in the Guidelines for the call, e.g.,local ownership etc.*

*Describe which expected results referred to in the Guidelines for the call will be addressed.*

*Relevance to the needs and constraints of the target country/countries, region(s) and/or relevant sectors (including synergy with other EU initiatives and avoidance of duplication)*

*Please provide* ***all*** *the following information:*

*State clearly the specific pre-project situation in the target location(s), region(s) and/or sectors (include quantified data analysis where possible).*

*Provide a detailed analysis of the problems to be addressed by the action and how they are interrelated at all levels.*

*Refer to any significant plans undertaken at national, regional and/or local level relevant to the action and describe how the action will relate to such plans.*

*Where the action is the continuation of a previous action, clearly indicate how it is intended to build on the activities/results of this previous action; refer to the main conclusions and recommendations of any evaluations carried out.*

*Where the action is part of a larger programme, clearly explain how it fits or is coordinated with that programme or any other planned project. Specify the potential synergies with other initiatives, in particular by the European Commission.*

*Describe and define the target groups and final beneficiaries, their needs and constraints, and state how the action will address these needs*

*Please provide all the following information:*

*Give a description of each of the target groups and final beneficiaries (quantified where possible), including selection criteria.*

*Identify the needs and constraints of each of the target groups and final beneficiaries.*

*Demonstrate the relevance of the proposal to the needs and constraints of the target groups and final beneficiaries.*

*Explain any participatory process ensuring participation by the target groups and final beneficiaries.*

#### *Added-value elements*

*Indicate any specific added-value elements, e.g. the promotion or consolidation of public-private partnerships, innovation and best practice, or other cross-cutting issues such as environmental issues, promotion of gender equality and equal opportunities, the needs of disabled people, the rights of minorities and the rights of indigenous peoples.*

## Checklist for the concept note

|  |  |
| --- | --- |
| **ADMINISTRATIVE DATA** | To be filled in by the applicant |
| **Name of the Applicant** |  |
| **Country and date of registration**[[4]](#footnote-5) |  |
| **Legal status**[[5]](#footnote-6) |  |
| **Co-applicant[[6]](#footnote-7)** |  |
| **Name of the co-applicant** |  |
| **Nationality/Country** **and date of registration** |  |
| **Legal Entity File number** |  |
| **Legal status** |  |
| **Affiliated Entity[[7]](#footnote-8)** |  |
| **Name of the Affiliated-Entity** |  |
| **Nationality/Country** **and date of registration** |  |
| **Legal status:** |  |
| **Specify to which entity you are affiliated (applicant and/or the co-applicant).**  **Specify the kind of affiliation you have with that entity.** |  |

1. Cover page as per template in page 1 should be attached as well [↑](#footnote-ref-2)
2. “Target groups” are the groups/entities who will be directly benefit from the action at the action purpose level. [↑](#footnote-ref-3)
3. “Final beneficiaries” are those who will benefit from the action in the long term at the level of the society or sector at large. [↑](#footnote-ref-4)
4. For organisations. [↑](#footnote-ref-5)
5. E.g. local public administration, non-profit, governmental body, or international organisation. [↑](#footnote-ref-6)
6. Add as many rows as co-applicant(s) [↑](#footnote-ref-7)
7. Add as many rows as affiliated entities [↑](#footnote-ref-8)