

CONCEPT NOTE

Note: The purpose of the Concept Note is for the partner to express interest and demonstrate its unique advantage and value added for undertaking the Project Partnership Agreement.

The Concept Note is not a full and well-defined description of a Project. The detailed Project and its budget will be fully elaborated after the partner is selected. The Concept Note is to help UNHCR to better understand and select the Best-Fit Partner for a specific Project.

Prospective or existing partners may submit a Concept Note to propose an initiative or as a response to a Call for Expression of Interest issued by UNHCR. A sample template for a Concept Note is below.

CONCEPT NOTE		
(Maximum 3 Pages. A detailed project description is not required unless requested by UNHCR)		
	Tick if applicable	Identification Number
Proposal in response to UNHCR Call for Expression	<input type="checkbox"/>	
Partner Initiated Concept Note	<input type="checkbox"/>	
Name of the Organization:		
Contact Information and Address:		
Project Location:		
Submitted to UNHCR Office:		
Project Goal and Envisioned Outcomes:		
Brief description of the how the proposed project will achieve its expected outcome, including new initiatives if applicable		
Background and Rationale:		
Please describe the unique advantage your organization brings to the project for achieving the desired outcome for the persons of concern.		
Methodology and approach		
Brief description of the activities, methodology and approach to be used for the project to address the need and achieve the desired outcome for the persons of concern. Describe how the methodology and approach links/complements UNHCR's objectives for the persons of concern, including a description of how your organization would monitor project progress. Indicate whether any other partner(s) or contractor(s) will be used in the delivery of the project activities.		

Annex D

Resources

Brief description of how the required resources would be mobilized and the estimated total cost of the project, including total funding to be requested from UNHCR, the organization's contribution (financial and/or in-kind) as well as any contributions by other donors. Please provide number of projects and resources currently managed.

Total Estimated Funding to be requested from UNHCR:

% for Programme Cost:

% of Staffing Cost:

% of Administrative Cost (including HQ Overhead if applicable):

Technical Capacities

Brief description of the distinctive technical capacity and strengths, including past experiences, to deliver the desired outcome of this project. Brief description of areas of improvement for which the organization may require support.

Expectations

Brief description of the partner's expectations of UNHCR for the successful implementation of this project.

Other

Any other information the organization would like to provide to UNHCR.

Signature:	
Name/Title of the duly authorized Partner Representative:	
Date:	