# Guide to the EU-GIZ ACSE programme

# Annex 1 - Template for concept notes

**General guidance and instructions**

1. The template is the same for CCA or SE or combined projects and should follow the structure given below;

1. Project concept notes will be assessed based on the criteria and points system provided in the Guide;
2. The questions included as a checklist in each section are the same as those that will be used in the assessment of the concept notes;
3. The assessment is based on a one question = one point scoring principle but the assessors may also use their discretion;
4. Include answers to all questions in the concepts notes. Short explanations are acceptable. Long paragraphs are not always needed;
5. Guidance on length of each section is given in the template to indicate how much detail is needed to answer each question and assist in keeping the concept notes to a maximum 4 pages length;
6. The **concept note cover page does not count** towards the 4 pages maximum length of the concept note;
7. **Once the sections have been filled in, please delete the instruction boxes (in blue).**

**Concept Note Cover Page**

*Please place crosses in the appropriate boxes*

**Country (ies):**

**Location within the country (ies):**

**Concept focus:**

 Climate change adaptation

 Sustainable energy

 Both

**Project type:**

 Type 1 – 200,000 Euro maximum budget

 Type 2 – Maximum budget is the country allocation

**Total requested budget:**

**Duration of project:**

**Contact point:**

*Give contact details for the liaison person in the country responsible for the concept note, including* ***name, position, organisation, e-mail, phone number****. An alternate contact person may also be included.*

**Support for PDD development**:

*This section enables countries to utilise an allocation of* ***up to 30,000 Euro from the country allocation*** *for the engagement of consultant(s) or organisation(s) to assist in PPD(s) development.*

 Yes, consultant(s) or organisation(s) to be engaged: ………………………………………………………………….

 No

Undecided

**Concept Note – Description (4 pages maximum)**

1. **Project title**
2. **Background and rationale (max ¾ page)**

*Provide a short paragraph that includes* ***background information relevant to the specific concept note****. This background information should be brief, concise and project specific. Avoid including general background information on the country (ies).*

*Include a short description of the problem the project is trying to address including the nature and extent of the problem. Briefly mention relevant previous studies and their results, if available.*

*Briefly describe how the project responds to national development policies, strategies and/or goals and national CCA and/or SE or other sectoral policies or goals. Provide justification as to why this issue is a priority.*

*If required include links to relevant information.*

***Have you answered these questions?***

 *Is the problem(s) clearly identified?*

 *Are the causes of the problem(s) identified?*

 *Are there any relevant studies already carried out for the proposed project?*

 *Are there references to national development goals / policies and/or to the relevant sectoral goals / policies?*

 *Does the project respond to a specific action/measure identified within a national strategy or policy and/or a specific action/measure identified within a sectoral strategy, plan or policy?*

 *Is justification given for the necessity of immediate attention?*

1. **Objective (s) (two to three sentences )**

*The objective of the project should link directly to one or more causes of the problem identified.*

*Also link it to the objective(s) of the EU-GIZ ACSE Programme.*

*Start with: “The project aims to …” or “The project will contribute to …”*

***Have you answered these questions?***

 *Does the objective suggest a solution to one or more causes of the problem?*

 *Does it link to the EU-GIZ ACSE objective(s)?*

1. **Expected project outcomes (max ¼ page)**

*Briefly list the expected outcome(s) of the project. The outcome(s) reflect a change from the current to the desired future state. Please be as specific as possible.*

*Use verbs like: decreased, increased, strengthened, enhanced, improved, etc*

***Have you answered these questions?***

 *Are the expected outcome(s) clearly identified?*

 *Do the outcome(s) contribute to meeting the objective(s) described above?*

1. **Targeted outputs (max ½ page)**

*This section should outline the targeted outputs that are required to achieve the outcome(s). Outputs are the products and services that the project is committed to producing as a result of the activities.*

*Use verbs like: delivered, conducted, produced, developed, installed, etc*

***Note:*** *For Type 2 projects, outputs* ***must include*** *results of implementation on the ground*

***Have you answered these questions?***

 *Do the outputs clearly link to the outcome(s)?*

1. **Beneficiaries (max ½ page)**

*Identify the main target group that will benefit from the project and other beneficiaries as relevant. Describe the direct and indirect benefits of the project to the beneficiaries and their roles and responsibilities in delivery of project results. Also list any key stakeholders on which the delivery of the project depends or who could contribute to enhance the delivery of project outcomes.*

***Have you answered these questions?***

 *Are the different beneficiaries identified?*

 *Is there information on scope and scale of benefits (are both direct and indirect benefits described, as relevant)?*

 *Do the beneficiaries include vulnerable groups?*

 *Does the project promote gender equality and social inclusion?*

1. **Indicative budget (max ½ page)**

*Provide a brief overview of the budget associated with the planned outputs including any co-financing or own resource contributions anticipated.*

*Include budget lines for monitoring and evaluation and communication and visibility.*

*A suggested table is given below.*

***Have you answered this question?***

 *Is the proposed budget realistic for the outputs expected and within the allocation?*

|  |  |
| --- | --- |
| **Item** | **Indicative budget** |
| Output 1 |  |
| Output 2 |  |
| Etc |  |
| *Other budget items as required* |  |
| Project management costs  |  |
| Monitoring and evaluation  |  |
| Communication and visibility |  |
| Co-financing / In-kind contribution (optional) |  |
| **TOTAL** |  |

1. **Project management (max ½ page)**

*Name the* ***lead national agency*** *(Ministry, department as appropriate) with overall responsibility for the project.*

*Name the* ***national implementing agency*** *(Ministry, department, government body or state-owned enterprise) if different from above.*

*Name the* ***implementing partner****(s) (CROP agency, NGO, etc.), if relevant, that will assist in project implementation.*

*Name the proposed steering structure.*

*List* ***at least two previous projects*** *showing the implementation experience of the lead national agency, the national implementing agency and/or implementing partner(s) if relevant, in comparable projects.*

*Name the agencies responsible for financial, accounting and technical arrangements, including reporting responsibilities and national staff capacity which will be allocated to the project.*

***Have you answered these questions?***

 *Is the lead national agency and national implementing agency identified?*

 *Are financial and accounting responsibilities identified?*

 *Are financial reporting responsibilities identified?*

 *Are there technical staff identified who will work on the project?*

 *Are technical reporting responsibilities identified?*

 *Are examples provided of implementation of comparable projects?*

 *Is the steering structure identified?*

1. **Complementarity and replicability (max ¼ page)**

*Please briefly describe complementarity to other programmes, projects and initiatives nationally and in the region. If this project builds on a previous project / experiences, provide details. Briefly describe replication potential at local, national and/or regional levels (as appropriate).*

***Have you answered these questions?***

 *Does the project complement other current or planned projects /programmes/initiatives?*

 *Does it build on previous projects/experiences?*

 *Is potential replication of the project or elements of the project mentioned either at community, provincial, national or regional level?*

1. **Sustainability and risks (max ¼ page)**

*Briefly explain how sustainability of the project will be ensured. Briefly explain if there are any risks to the implementation of the project and how these will be mitigated.*

***Have you answered these questions?***

 *Are sustainability measures included?*

 *Does the project recognise the risks to successful implementation?*

 *Are there suggested measures to mitigate these risks?*

1. **Timeline for planned measures (max ¼ page)**

*Please include a simple timeline for completion of the project, for example a Gantt chart.*

1. **Stakeholder engagement in concept note development (maximum three sentences)**

*List agencies consulted in the preparation of the concept note.*

***Have you answered this question?***

 *Is there evidence that key stakeholders have been consulted in development of the concept note?*