

Concept note format

Regional Development and Protection Program

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 3 pages is to be attached + the partner overview annex of maximum 2 pages. No other attachments are accepted.

The concept note is to be forwarded to rdppme@um.dk latest by 12:00 noon on 23rd of February 2024. Please specify in the subject line "RDPP Call for concept notes 2024/02", the country/ies which the concept note covers (Lebanon or Jordan) and the name of the lead applicant as stated on page 1 in the concept note.

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.

Please delete this box and all text in *italics* before submitting the concept note.

General Information

1. Entity information		
Name		
Address		
Website		
Contact person	Name	
	Phone	E-mail
Co-applicant(s)		
2. RDPP sub-objective/s addressed by the concept note (<i>please tick all relevant boxes</i>)		
<input type="checkbox"/> 1.3 Integrated market system development (Jordan only) <input type="checkbox"/> 2.1 Gender equality (Jordan only)		
<input type="checkbox"/> 2.2 Prevention of Child labour (Lebanon only)		
3. Project location/s <i>tick all applicable boxes and specify city, province, governorate in "geographical area(s)"</i>		
<input type="checkbox"/> Lebanon <input type="checkbox"/> Jordan		
Geographical area(s):		
4. Project title		
5. Amount (in DKK) applied for from RDPP		
6. Project period <i>include expected project start (earliest: April/May, 2024) and end (latest: December 31, 2026)</i>		
7. Project Objective		
8. Applicant entity and co-applicant(s) capacities, expertise, roles		
<i>Please describe capacities and expertise of the main applicant and all co-applicants, if relevant, division of roles between co-applicants in relation to the proposed project, incl. % of budget administered by each. If no co-applicant, describe only main applicant capacities and expertise</i>		

Project Information

9. Project description
<i>As a minimum, include all sections stated below:</i>
a) <i>Problem and needs analysis</i>
b) <i>Strategies/approaches to address the identified problem / needs</i>
c) <i>Outcomes / change that the project aims to achieve</i>
d) <i>Specific activities to support the strategies/approaches incl. who-what-where-for whom and adequate intervention logic</i>
e) <i>Sustainability of the proposed project and clear exit strategy</i>
10. Beneficiary selection and target groups

- Please specify estimated number of direct beneficiaries
- Please specify to which extent the project will target refugees and local communities, women and youth
- Please elaborate on the criteria and methodologies for selection of beneficiaries

11. Strategic considerations

- Please provide an overview of relevance to RDPP's strategic considerations

12. Localisation (RDPP III Specific Objective 4)

- Please elaborate on how the project intends to contribute to the crosscutting RDPP objective of localisation. How will it address institutional or organisational capacities of national organisations (including the lead applicant) and/or how will it contribute to capacities of national and sub-national institutions, structures and systems
- Please indicate relevant sub-partners and/or national and sub-national institutions, structures and systems the project intends to address and whether the applicant(s) have cooperated with them in previous interventions

13. Risks and assumptions

- Please include key project-specific risks and assumptions for successful outcomes

14. Proposed budget in DKK Ensure clear linkages between specific budget lines and proposed outcomes

Budget item	Amount (in DKK)
HR cost for direct project staff	
HR costs for support staff	
Project activity costs (fill below and extend if needed)	
• Output 1	
• Output 2	
• Output 3	
Support/operational costs (office running costs, assets/equipment, transportation etc.)	
Monitoring and Evaluation	
Indirect (overhead) costs (maximum 7%)	
Audit	
Project total	
RDPP contribution requested	

15. Other sources of funding

Specify other funding sources contributing to the proposed project, if any (DKK) (source of funding and amount)

Annexes:

- **Logical Framework** (max 3 pages)
- **Lead applicant background information** (max 2 pages)

Annex 3 - Preliminary Results Framework for Concept Note (max 3 pages)

Required: Project objectives and outcome, indicators linked to RDPP Results Framework, as a minimum at the outcome level. If feasible, add outputs and output indicators, the full MEAL plan with full list of indicators will be developed and agreed on at the co-creation and the project documentation development stage.

Add or delete outcomes and outputs as necessary

Project	[Title of Project]
Project Objective	[The intended impact contributing to benefit to a society or community]
Impact Indicator	[Priority indicator]
Linked to RDPP indicator #	

Outcome	[Short-term and medium-term effects of the project's outputs on the target group]
Outcome indicator	[Quantitative or qualitative factor or variable that provides a simple and reliable means to measure achievement or to reflect the changes connected to an intervention]
Linked to RDPP indicator #	

Output	[Short-term result in the form of goods and services which result from an project activity]
Output indicator	[Quantitative or qualitative factor or variable that provides a simple and reliable means to measure achievement or to reflect the changes connected to an intervention]
Linked to RDPP indicator #	

Output	[Short-term result in the form of goods and services which result from an project activity]
Output indicator	[Quantitative or qualitative factor or variable that provides a simple and reliable means to measure achievement or to reflect the changes connected to an intervention]
Linked to RDPP indicator #	

Output	[Short-term result in the form of goods and services which result from an project activity]
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Output	[Short-term result in the form of goods and services which result from an project activity]
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Output indicator	[Quantitative or qualitative factor or variable that provides a simple and reliable means to measure achievement or to reflect the changes connected to an intervention]
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Output	[Short-term result in the form of goods and services which result from an project activity]
Output indicator	[Quantitative or qualitative factor or variable that provides a simple and reliable means to measure achievement or to reflect the changes connected to an intervention]
Linked to RDPP indicator #	

Annex 1 - Lead applicant background information

For international organisations applying under Prevention of Child Labour in Lebanon or Livelihoods or Gender Equality in Jordan the information should be filled in for their respective in-country representations

General				
Name of organization/entity:				
Address of organization/entity:				
Name of the focal point for the concept note:			Position:	
Telephone (office):		Mobile:		Email:
Organization website:		Facebook:		Instagram:
Organization twitter:		LinkedIn:		
Does the organization/entity have other branches / offices in the country of proposed project?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, specify number of offices:		
If yes, specify locations:				

Administrative and Legal Aspects				
Specify the type of organization/entity:				
When was the organization/entity established in the country of proposed project?		When was the organization/entity legally registered in the country of the proposed project		
Which authority is the organisation/entity registered with in the country of proposed project?		Does the organization/entity have a VAT number:		<input type="checkbox"/> Yes <input type="checkbox"/> No
Total number of full-time staff in the country of the project		Total number of part-time staff in-country (if any):		Total number of volunteers in-country (if any):

Programmatic capacity in the country/countries of the proposed concept note						
What is the mission statement of the organization/entity?						
Who are the organization/entity's target groups/beneficiaries?						
What is the organization/entity's geographical focus?						
Which sectors does the organization/entity work in?						
What was the organization/entity's total budget for the past 3 years (include currency)?	2023		2022		2021	

Expected annual budget in 2024 (include currency)	
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Add the organization/entity's main projects (**maximum 10**) in the country of the proposed concept note over the past three years, specify donor/s (**direct source(s) of funding that your organisation/entity had a contractual relationship to**), duration of funding, overall budget, location of the project and main sub-partnerships

Project Title	Name of Donor/s	Sector/s	Duration (start – end)	Overall budget	Location/s	Sub-partner/s