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**RDPP III: Call for concept notes for new partnerships**

**Deadline 1st of March at 12.00**

**I. Introduction:**

With a humanitarian-development nexus approach to programming, the [European Regional Development and Protection Program (RDPP)](http://rdpp-me.org/RDPP/index.php) aims at supporting civil society, host governments, donors and other stakeholders in understanding and mitigating the impact of protracted forced displacement from Syria and the compounded crises in Jordan and Lebanon. Through partnerships with national and international actors, the RDPP seeks to enhance protection and support socio-economic development for refugees and local communities with a view to support opportunities for increased self-reliance and resilience of various groups of populations and a specific emphasis on women and youth. The RDPP phase III program strategy is set out in the [program document available here[[1]](#footnote-1).](http://rdpp-me.org/RDPPfiles/files/Programme-Document.pdf) The overall objective of RDPP is to support *vulnerable refugees and local communities in Lebanon and Jordan to access rights, and enjoy increased safety and enhanced self-reliance towards durable and sustainable solutions*, which itaims to achieve through partnerships working in **four specific objectives**, further described in the program document:

**1. Livelihoods Support** with sub-objectives related to:

1.1. Job creation primarily aimed at strategic engagements with private sector to create new, decent job opportunities

1.2. Employability primarily related to matching supply and demand side of the labour market and facilitating smoother transition between skills attainment and sustainable income earning

1.3. Income generation primarily focused on facilitating complementary and/or alternative income for the most vulnerable, preferably with strong linkages to Objective 2, below

**2. Gender Equality and Prevention of Child Labour** with sub-objectives related to building national capacities in terms of:

2.1. Gender Equality primarily aimed to increase female empowerment and agency and their access to social and economic rights

2.2. Child Labour primarily focused on influencing coping mechanisms at a household level that remove children under legal working age from work in a sustainable manner

**3. Advocacy** **and Policy Dialogue** will support regional and country-specific policy dialogue and advocacy seeking to build enhanced strategic engagements with relevant and well-positioned stakeholders able to influence legislative, policy and administrative processes relevant to RDPP’s focus areas.

**4. Localisation** asanimportant RDPP III objective and a strategic crosscutting objective with sub-objectives related to:

4.1. Civil Society Partner Capacities focused on supporting national and local civil society actors towards strengthened institutional and organisational growth and development that will increase their capacity to address the needs of affected populations

4.2. National and Sub-National Institutional Capacities related to supporting capacities of national and sub-national institutions, structures and systems with the aim to recognize and strengthen the ownership and leadership of relevant duty bearers to protect the rights of and deliver quality services to individuals and communities

Further details regarding the RDPP objectives, theory of change and results framework can be found in the RDPP III Program Document (see especially pages 20-25 and 31-38 and Annex 3 Results Framework).Successful concept notes will outline how the project will address relevant needs and contribute to the pathways to change, rather than focus on outputs. Partnerships seeking to maximize synergies between livelihoods and protection objectives in order to enhance the sustainability of self-reliance and resilience outcomes are encouraged, especially related to income generation for vulnerable households. For projects addressing specific objective 1 and 2, an integrated focus on how the project can contribute to advocacy and policy dialogue with relevant stakeholders related to the project focus will be considered relevant. Applicants are encouraged to demonstrate how their proposed solutions build on, develop and/or innovate existing approaches and how they contribute to lasting systemic change. Proposed concept notes will also need to consider how they relate to the RDPP strategic considerations (outlined in Program Document, pages 12-17), which include *Continued focus on durable solutions, Humanitarian-Development-Peace Nexus, Systemic change and innovative approaches, Conflict sensitivity, Localized response, Targeting considerations, Human Rights-Based Approach (HRBA), Adaptive Management, and Environmental sustainability.*

RDPP III will engage in operational partnerships under specific objectives 1 and 2 in Jordan and Lebanon, while partnerships under specific objective 3 may cover engagements with a broader geographical focus related to the Syria displacement crisis and as per the priorities and directions defined in the Program Document. The crosscutting objective 4 will be considered an integrated part of any of the proposed projects, but should not be the sole objective for a proposed project.

**II. Call for concept notes:**

Through this call for concept notes RDPP is open to receive submissions contributing to one or more of the objectives as specified in the Program Document and Results Framework (Annex 3). Concept notes with an integrated program design covering more than one of the outcome areas and thematic areas are encouraged. All projects are expected to demonstrate the ambition to influence the external environment within which the projects are implemented, such as through a component of analysis or research to inform the project or dedicated activities in support of advocacy and policy dialogue.

To formulate a successful concept note it is essential to read the full descriptions of the project objectives in the **Program Document (sections 2, 3, 4, 5, 11 in particular) and Results Framework (Annex 3)** and demonstrate how the concept note contributes to the overall RDPP III objectives and change pathways, as well as how it relates to specific RDPP outcome and output level indicators.

Each project needs to clearly define the specific need(s)/issue(s) it plans to address and specific pathways of change that will lead to addressing the need(s)/issue(s) with direct references to the RDPP overall theory of change and results framework.

The evaluation of the submitted concept notes will consider; how the project aligns and contributes to RDPP’s objectives and intended results; how the project relates to the specific focus for the thematic area/s; and how the project reflects and integrates one or more of the strategic considerations. Annex 2 of the Program Document contains the scoring sheet, which will be used for the scoring of concept notes. It further contains an outline of the selection process, including an outline of the co-creation process, which selected partners will be invited to engage in.

**i. Geographical coverage:**

RDPP III will consider operational partnerships under specific objectives 1 and 2 in Jordan and Lebanon, while partnerships under specific objective 3 may cover engagements with a broader geographical focus related to the Syria displacement crisis. Concept notes may be country specific or multi-country/regional, while the proposed geographical areas within each country have to demonstrate a clear link to the Syria displacement crisis.

**ii. Targeting:**

Concept notes should respond to the needs of Syrian refugees and local communities and may include refugees from other countries than Syria, where relevant and within the same geographical or sectoral areas of intervention. In Jordan, concept notes should focus on supporting out-of-camp refugees unless in-camp assistance is strongly justified by the applicant in the concept note.

All concept notes and projects have to align with regional and country-specific development and response plans, as well as national strategies, frameworks, guidelines and policies. All projects are also expected to coordinate with other interventions, partners and institutions working within the sector and/or geographical area.

Beneficiary selection and targeting should be clearly justified and explained. The concept note evaluation weight attributed to beneficiary selection will vary depending on the specific RDPP objective with overall RDPP focus being on supporting women and youth and targeting strategic stakeholders to influence change and contribute to sustainability.

**iii. Duration:**

Projects are expected to start in the second half of 2023 and may run until December 2026. Longer partnerships are preferred.

**iv. Partner management:**

Partnerships will be managed under the Danida financial guidelines, which are available here [General Guidelines for Financial management (um.dk)](https://amg.um.dk/bilateral-cooperation/financial-management)

**v. Monitoring, evaluation and audit**

It is expected that, as a minimum, all projects will undergo a mid-term review and external final evaluation as well as an annual financial, compliance and performance audit, all of which need to be duly reflected in the budget. Concept notes should reflect on sustainability of the proposed action.

**vi. Budget information:**

The available budget for this call for concept notes is a maximum of 300 million Danish Kroner (ca. 40 million Euro). Projects covering longer implementation periods be prioritised. Projects should have a minimum budget of 2 million DKK (ca. 270 thousand EUR), while there is no upper budgetary limit for proposals. The RDPP withholds the right not to allocate the maximum available funding.

There is no requirement for co-funding. If the proposed project is funded by more than one donor, the concept note must describe the entire project and reflect the total budget. The budget format has to specify the RDPP funding part as a percentage of the total budget.

Overhead costs may be a maximum of 7% of the RDPP direct costs. Audit costs are not to be included in the direct cost calculations.

Subject to further negotiations, only once a concept note has been approved, direct partnerships with national and local organisations will include specific budget allocations and results framework references related to the partners’ organisational capacity development and support. National and local organisation applicants are not expected to include any such costs in the concept note. The content, scope and budget of partner capacity development will be negotiated with selected partnerships as a top-up to their proposed concept-note budgets based on specifically agreed organisational development outcomes and capacity development plans.

**vii. Eligibility criteria:**

Non-profit entities, who do not act as economic actors in the specific context of the engagement can apply. The applicant/s has/ve to have demonstrated expertise in the sector of operation and the geographical area of intervention.

All applicants and co-applicants applying for specific objective 1 and 2 need to be registered entities with the relevant national authorities in the country/ies in which the project intends to be implemented. Applicants for specific objective 3 need to be able to legally implement the proposal in the geographical areas proposed.

One entity can only submit one concept note per country, whether as a main applicant or co-applicant. The program has no preference as to single or multi-country or single- or multi-agency applications, yet complementarity and cooperation with the emphasis of empowerment and capacitation of local actors are key programmatic principles of RDPP. **RDPP is interested in building up a diverse project and partner portfolio and encourages civil society actors with different organisational capacities to apply**. As such, multi-agency partnerships that clearly demonstrate knowledge exchange, complementary added value and capacitation are highly welcome.

Applicants listed as ineligible to receive funds from EU will be disqualified.

**viii. Selection and co-creation process:**

More details on the selection criteria including the scoring matrix used to review concept notes are included out in Annex 2 to the Program Document. Selected applicants will be informed latest by the end of March and invited to present their concept notes to a selection committee comprised of RDPP staff and consultant(s). Following the presentations, short-listed applicants will be invited to submit a full project proposal. The invitation to submit a full proposal will not constitute any form of financial commitment from RDPP.

As outlined in Annex 2, co-creation might be used for the project development process for selected applicants. The co-creation workshops will be implemented gradually and take place from May till October. The invitation to co-create might therefore entail that contracting might only be concluded later in 2023. A co-creation process is envisioned to last a maximum of 8 weeks with a maximum of five full-time workshop days.

RDPP reserves the right not to select any partner in any of the thematic areas or countries through this call. RDPP is not obliged to fully support concept notes submitted. RDPP assesses concept notes according to unified criteria but may choose to only support parts of a submitted concept note. RDPP reserves the right not to allocate all available funds through the present call.

It is not expected for any partnership agreements to be signed before the end of the 2nd quarter of 2023 with most partnerships to be signed in Q3 and Q4 of 2023.

All budgets and disbursements are made in Danish kroner (DKK).

**ix. How to apply:**

Applications must be submitted in the annexed concept note format. The maximum length of the application is 8 pages + 3 pages results framework in attached template + maximum 2 pages Lead applicant background information (format annexed). The completed concept note template which includes an overview budget (in DKK), results framework and lead applicant background information sheet annexed to this document and available for download here ([RDPP REPORTS (rdpp-me.org)](https://www.rdpp-me.org/rdpp-reports)) should be submitted by email to rdppme@um.dk by 12 noon Beirut time on 1st of March 2023. The subject line has to be titled “RDPP Call for concept notes 2023”, indicate the country/-ies, which the concept note covers (please use ‘Lebanon’, ‘Jordan’, ‘regional’) and the name of the lead applicant as stated on page 1 of the concept note (example “RDPP Call for concept notes 2023, Jordan, name of your entity”).

Applications not submitted in the concept note format, not following the format requirements or exceeding the maximum length will not be considered eligible. Concept notes submitted after the deadline or incomplete applications will be disqualified.

Each applicant will receive an auto reply message confirming receipt of the concept note. Please retain it for your records as a proof of submission.

Questions related to the call for concept notes but not concerning any particular concept note content may be submitted to rdppme@um.dk until 19th of February 2023. All questions and answers will be posted on the RDPP website ([www.rdpp-me.dk](http://www.rdpp-me.dk)). The final questions and answers will be posted by the 22nd of February.

**x. Annexes**

1. RDPP concept note template including template for results framework
2. Lead applicant background information

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| **Concept note format** |
| Regional Development and Protection Program |

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| 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 1st of March 2023. Please specify in the subject line “RDPP Call for concept notes 2023”, the country/ies which the concept note covers (Lebanon, Jordan or regional) 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**

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| --- |
| **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** (please tick all relevant boxes) |
| [ ]  1.1 Job creation [ ]  2.1 Gender equality [ ]  3 Advocacy & Policy Dialogue [ ]  4.1 Civil Society Partner Capacities[ ]  1.2 Employability [ ]  2.2 Child labour [ ]  4.2 National and Sub-national Institution Capacities[ ]  1.3 Income generation |
| **3. Project title** |
|  |
| **4. Amount (in DKK) applied for from RDPP** |
|  |
| **5. Project period** include expected project start (earliest: July 01, 2023) and end (latest: December 31, 2026) |
|  |
| **6. Project Objective**  |
|  |
| **7. Project location/s** *tick all applicable boxes and specify city, province, governorate in “geographical area(s)”* |
| [ ]  Lebanon [ ]  Jordan [ ]  Regional  |
| Geographical area(s): |
| **8. Applicant entity and co-applicant(s) roles**  |
| *Please describe capacities and expertise of each, division of roles between co-applicants in relation to the proposed project, incl. % of budget administered by each* |

**Project Information**

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| **9. Project description (RDPP III Specific Objective 1, 2 and 3)** |
| *As a minimum, include all sections stated below:*1. *Problem and needs analysis*
2. *Strategies/approaches to address the identified problem / needs*
3. *Outcomes / change that the project aims to achieve*
4. *Specific activities to support the strategies/approaches incl. who-what-where-for whom and adequate intervention logic*
5. *Sustainability of the proposed project*
 |
| **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 Danish Kroner)*** |
| HR cost for direct project staff |  |
| HR costs for support staff |  |
| Project activity costs  |  |
| 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)
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**Annex 3 - Preliminary Results Framework for Concept Note (max 3 pages)**

Required: Project objectives and outcome, indicators linked to RDPP RF down to outcome level. If feasible, add output and output indicators, The full MEL 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 building outcome 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 | [The 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 # |  |

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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 # |  |
|  |
| 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 # |  |
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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 # |  |

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| --- | --- |
| Outcome | [The 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 # |  |
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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 # |  |

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| **The European Regional Development and Protection Programme - RDPP III** |
| **Annex 1 - Lead applicant background information** |
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| **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:  | C:\Users\kareri\AppData\Local\Temp\msohtmlclip1\01\clip_image002.png  | Facebook: |   | Instagram: |   |
| Organization twitter: | C:\Users\kareri\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png  | LinkedIn: |   |
| Does the organization/entity have other branches / offices in the country of proposed project? |

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 | 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 | C:\Users\kareri\AppData\Local\Temp\msohtmlclip1\01\clip_image003.pngC:\Users\kareri\AppData\Local\Temp\msohtmlclip1\01\clip_image002.png  |
| Which authority is the organisation/entity registred with in the country of proposed project? |   | Does the organization/entity have a VAT number: |  |
| 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**)? | 2022 |   | 2021 |   | 2020 |   |
|   |  |
| 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** | **Project duration (start – end dates)** | **Overall project budget** | **Project location/s** | **Sub-partner/s**  |
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1. <http://rdpp-me.org/RDPPfiles/files/Programme-Document.pdf> [↑](#footnote-ref-1)