# Annex A: CONCEPT NOTE [TO BE SUBMITTED BY PARTNER]

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| **CONCEPT NOTE** | | | |
|  | | Tick if applicable | Identification Number |
| **Proposal in response to UNHCR Call for Expression of Interest** | |  |  |
| **Partner Initiated Concept Note** | |  |  |
| **Name of Organization:** |  | | |
| **Contact Information and Address:** |  | | |
| **Project Location:** |  | | |
| **Submitted to UNHCR Office (date):** |  | | |
| **Project Objectives and Envisaged Outputs** | | | |
| List the Project Objectives, a brief description of the expected outcomes and how they will be achieved. | | | |
| **Background and Rationale** | | | |
| Please describe the unique advantage your organization brings to the project for achieving the desired outcome for the persons of concern. Include your organisation’s familiarity with UNHCR’s policies, practices and programmes (if applicable), and participation in inter-agency coordination.  Describe any distinctive technical capacity (material and human resources) and strengths, including past experiences, to deliver the desired output of this project. Briefly describe areas of improvement for which your organization may require support.  If the project/partnership depends on your organization carrying out procurement: please describe your organization’s capacity and capability for undertaking procurement at the required scale, including prior experiences and value of procurement. Describe your procurement staffing structure, if currently in place, including applicable years of experience and internal controls within your organisation surrounding procurement. Indicate whether you have relevant sale tax exemption on procurement for humanitarian purposes when providing assistance to our persons of concern. *[Where necessary, confirm that your organization has applied for, or holds, prequalification for procurement]*  *[This section will be assessed against the following selection criteria:*   * *Sector expertise and experience* * *Local experience, presence and community relations* * *Experience working with UNHCR]* | | | |
| **Population Coverage** | | | |
| Provide a brief description of the groups that will benefit of the project, their locations and estimated number of beneficiaries with an age and gender breakdown by group of PoCs | | | |
| **Methodology and approach** | | | |
| Briefly describe the activities, methodology and approach to be used for the project to address the needs and achieve the desired output(s) for the persons of concern, including by integrating environmental sustainability considerations and the active participation of persons of concern in the programme cycle.    Describe how the methodology and approach links/complements UNHCR’s planned output for the persons of concern, including a description of how your organization would monitor project progress.  Describe how your organization will mitigate against relevant SEA risks. *[Confirm that your organization has submitted (via the UN Partner Portal) a PSEA self- assessment awaiting review by an UN entity or that your organization has already been assessed by UNHCR or another UN entity]*  To the extent that security is a relevant risk to delivery, describe your organization’s ability to mitigate that risk. Include existence and functionality of your organizational policies, procedures and practices related to security risk management.  Indicate whether any other partner(s) or contractor(s) will be used in the delivery of the project activities.  Describe your organization’s expectations of UNHCR for the successful implementation of this partnership.  *[This section will be assessed against the following selection criteria:*     * *Project management – including risk management and mitigation of SEA risks* * *Security considerations* * *Local experience, presence and community relations* * *Environmental sustainability* * *Procurement Capacity]* | | | |
| **Resources** | | | |
| Briefly describe how the required resources would be mobilized and the estimated total cost of the project, including total funding to be requested from UNHCR (broken down between direct operations and indirect administrative support costs), 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.  *[Relevant selection criteria:*   * *Contribution of resources and Sustainability* * *Cost effectiveness]* | | | |
| **Risks** | | | |
| List the main risks that the project and beneficiaries may face | | | |
| **Other** | | | |
| Any other information the organization would like to provide to UNHCR. | | | |

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| **Signature** |  |
| **Name/title of the duly authorized Partner** |  |
| **Representative** |  |
| **Name of the Partner** |  |
| **Date** |  |