**Annex A: Concept Note Template**

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| **CONCEPT NOTE** | |
| **Name of Organization:** |  |
| **Contact Information of Focal Point:** |  |
| **Address:** |  |
| **Email Address and phone number of contact person:** |  |
| **Proposed Areas of Operation:** |  |
| **Type(s) and Number of Beneficiaries to be Reached:** |  |
| **Project Objective: Improve access to livelihood opportunities for refugees with disabilities.**  Please describe the specific objectives of proposed project, including the following:   * Relevance of the proposed project to the objectives of the Relief International (RI) program * Relevance of the proposed project to the problems identified in the Request for Applications (RFA) * Identification of perceived needs and constraints * Reasons for the selection of the target groups | |
| **About the Organization:**  Please describe the unique advantage your organization brings to the project for achieving the desired outcome, including the following:   * Past performance in the area of implementation, both geographically and in terms of programmatic areas * Outreach capabilities and linkages to the target groups and stakeholders * Projects currently managed, including their locations, budgets, donors, and your role in the project (whether prime, sub-recipient, etc.) | |
| **Methodology and Approach:**  Please describe the activities, methodology, and approach to be used for the project to address the needs described and the Scope of Work outlined in the RFA, including the following:   * Description of each activity listed in the Work Plan to be undertaken to achieve the desired outcome * Methods of implementation and reasons for the proposed methodology * How the project builds on previous projects, if applicable * Level of involvement/collaboration/coordination and activity of other organizations (including any private sector and public sector institutions) * The extent to which necessary protocols are in place to be successful with the project (ex. Iskur, MoFLSS, etc.) | |
| **Performance Measurement Framework:**  Please explain what internal monitoring and evaluation activities will be conducted to track the project’s progress against indicators and to evaluate its outcomes. Please list the indicators that will be used to measure the performance of the project, including their baselines and targets as well as sources of verification, in the log frame. Link indicators, targets, and M&E activities to programmatic activities as much as possible. | |
| **Financial Proposal:**  Please describe how the required resources would be mobilized and the estimated total cost of the project, including total funding to be requested from RI, the organization’s contribution (financial and/or in-kind), as well as any contributions by other donors. This should be in line with the proposed budget. | |
| **Technical Capacity:**  Please describe the distinctive technical capacity and strengths, including past experiences and proposed teams, to deliver the desired outcome of this project. This should include both market-driven livelihoods expertise and understanding of a rights-based approach in working with persons with disabilities. Please also describe existing expertise in engaging the private sector in program design and/or partnerships, including for training purposes. Discuss any areas of improvement for which the organization may require support. | |
| **Work Plan:**  Please provide an indicative work plan for the implementation of the proposed project as an annex. Any additional description may be included here. | |
| **Other**:  Any other information, annexes the organization would like to provide to RI. | |