# TITLE OF THE SUB-PROJECT

### **Concept Note to the International Development Law Organization**

Date: XX/MONTH/202X

###

## 1. CONTEXT AND PROBLEM STATEMENT (max. 500 words)

*Provide an analysis of the problems and needs that will be addressed by the Sub-Project. Clearly state the current context at both the national and local levels where the Sub-Project will be implemented, including data where possible. Briefly explain how the Sub-Project will relate to actions, plans and/or programs that have been, or are being, undertaken in the same field of focus - particularly to avoid duplication - and identify potential synergies.*

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## 2. DESCRIPTION OF THE SUB-PROJECT (max. 500 words)

*Provide a description explaining the relevance of the Sub-Project and how it will address the problems and needs identified in the previous Section. The description should include and elaborate on the Sub-Project’s overall impact/outcome(s). Provide a detailed description of the Sub-Project output(s) and activities to be undertaken to meet the proposed outcome(s). Please summarize them in the annexed logic model.*

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## 3. BENEFICIARIES (max. 250 words)

*Provide a description of the final beneficiary(ies) of the Sub-Project by identifying their needs and constraints and demonstrating the relevance of the proposed Sub-Project to address them. Also indicate in which provinces/districts the Sub-Project will be implemented.*

## 4. IMPLEMENTING AGENCY(IES) (max. 250 words)

*Provide an overall description of the Implementing Partner(s), including its comparative advantages. . In the case of a Sub-Project in which multiple organizations will participate in the implementation, please describe the proposed relationship between the organizations (for example, what role they will each play in the Sub-Project; will they carry out parts of the Sub-Project independently or only in coordination with the other organization(s); is there an existing agreement (or is it anticipated that an agreement will be entered into) between the organizations for the work to be completed under the Sub-Project; whether they anticipate receiving funds directly from IDLO, through another organization, or if they would not be receiving or managing funds from the Sub-Project budget, etc.). This information will help inform IDLO if the applicant should be considered as a Consortium.*

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## 5. DURATION (max. 250 words)

*Estimate the Sub-Project duration by taking into consideration all relevant factors that might affect its implementation. Indicate if this is a short-term Sub-Project or if subsequent phases could be planned to complement this initial phase.*

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## 6. GENDER MAINSTREAMING (max. 250 WORDS)

*Provide a brief description of how gender will be mainstreamed within Sub-Project components, as against the gender analysis undertaken. Describe how the Sub-Project will be gender-informed, gender-sensitive, and gender-responsive. This section does not replace the need for gender-specific goals, outcomes, outputs or activities.*

*Refer to* *[Quick Reference Guide: Mainstreaming Gender in Program Development, Implementation, Monitoring and Evaluation](https://www.idlo.int/sites/default/files/pdfs/subpage/idlo_gender_strategy_2019-20.pdf).*

## 7. RISKS ANALYSIS (max. 300 words)

*Provide a general description of the main preconditions and assumptions for the successful implementation of the Sub-Project. In addition, identify the main risks for the Sub-Project and suggest mitigation measures.*

## 8. MONITORING AND EVALUATION (max. 300 words)

*Provide an explanation of how Sub-Project performance will be monitored and evaluated to ensure that activities are delivered within the defined timelines, and results are producing positive results/impact.*

## 9. SUSTAINABILITY (max. 250 words)

*Provide an explanation of how the Sub-Project results/impact will be made sustainable following Sub-Project completion. If applicable, describe the possibilities for replication and extension of the Sub-Project outcomes, including follow-up activities, strategies, ownership, advocacy, etc.*

## 10. BUDGET

*Provide the estimated overall cost of the Sub-Project, by outcome/output. Insert additional rows, as needed.*

|  |  |
| --- | --- |
| Outcome/output  | Estimated cost (LKS) |
| Outcome 1 |  |
|  Output 1.1 |  |
|  Output 1.2 |  |
| … |  |
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| TOTAL |  |

## 11. CONTACTS

*Provide the contact details of the Implementing Partner’s focal points for the proposed Sub-Project. If the Concept Note is submitted by a Consortium of Organization, please provide the information below for the Lead member of the Consortium, and the information regarding the Organization name and the type of Organization for all Consortium members.*

|  |  |
| --- | --- |
| Organization name |  |
| Type of Organization | Choose an item.If Other: |
| Full address |  |
| Email |  |
| Fax |  |
| Phone number |  |
| Contact Person  | Name, Title |

|  |  |
| --- | --- |
| Organization name |  |
| Type of Organization | Choose an item.If Other: |

**LOGIC MODEL**

**SUB-PROJECT TITLE:**

INPUTS

GOAL

OUTPUTS

IMMEDIATE OUTCOMES

INTERMEDIATE OUTCOMES