**Call for Concept Notes Ref. No. XXX/22**

# TITLE OF THE SUB-PROJECT

### **Concept Note submitted to the International Development Law Organization (IDLO)**

Date: Day Month 202X

###

### *Maximum 5 pages + 1 page for logic model*

## 1. CONTEXT AND PROBLEM STATEMENT (max. 1 page)

*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 programmes 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. 1 page)

*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 summarise them in the annexed logic model.*

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## 3. BENEFICIARIES (max. 1 paragraph/10 lines)

*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. 1 paragraph/10 lines)

*Provide an overall description of the Implementing Partner(s), including its comparative advantages. Where multiple organizations are expected to be involved in Sub-Project implementation, describe the proposed relationship between the organizations, including respective roles and responsibilities, formalisation of these through an agreement, structure of the partnership and channelling of funds.*

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## 5. DURATION (max. 1 paragraph/10 lines)

*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. 1 paragraph/10 lines)

*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 Programme Development, Implementation, Monitoring and Evaluation](https://www.idlo.int/sites/default/files/pdfs/subpage/idlo_gender_strategy_2019-20.pdf).*

## 7. RISKS ANALYSIS (max. 1 paragraph/10 lines)

*Provide a general description of the main preconditions and assumptions for 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. 1 paragraph/10 lines)

*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. 1 paragraph/10 lines)

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

## 10. BUDGET

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

|  |  |
| --- | --- |
| Outcome/Output  | Estimated Cost (CURRENCY) |
| Outcome 1 |  |
|  Output 1.1 |  |
|  Output 1.2 |  |
| … |  |
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| TOTAL |  |

## 11. PROCUREMENT PLAN

*If any procurement of goods and/or services is foreseen under the Sub-Project, provide an estimated high-level Procurement Plan using the below table.*

*See below definitions and acronyms used in the table as per IDLO’s Procurement Guidelines for IPs.*

* ***Low Value Procurement (LVP):*** *For procurement activity up to EUR 1,000 or the equivalent in local currency, where the requirements are standard requirements, off-the-shelf, simple service or work and the cost of the goods or services is generally known.*
* ***Request for Quotation (RFQ):*** *For procurement activity between EUR 1,001 - EUR 9,999 or the equivalent in local currency, where the requirements for goods and/or services are clear and specific.*
* ***Invitation to Bid (ITB):*** *For procurement activity above EUR 10,000 or the equivalent in local currency, where the requirements for goods and/or services are clearly identified.*
* ***Request for Proposal (RFP):*** *For procurement activity above EUR 10,000 or the equivalent in local currency, where the requirements for goods and/or services cannot be expressed quantitatively and qualitatively or complex requirements that may be met in a variety of ways.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Commodity Type  | Product description |  Quantity | Estimates Price in (*currency*) | Estimated delivery date | Type Of Solicitation |
| Choose an item. |  |  |  |  | Choose an item. |
| Choose an item.  |  |  |  |  | Choose an item. |
| Choose an item. |  |  |  |  | Choose an item. |
| Choose an item. |  |  |  |  | Choose an item. |

## 12. CONTACTS

*Provide the contact details of the Implementing Partner’s focal points for the proposed Sub-Project.*

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

**LOGIC MODEL**

**SUB-PROJECT TITLE:**

INTERMEDIATE OUTCOMES

INPUTS

GOAL

OUTPUTS

IMMEDIATE OUTCOMES