

CONCEPT NOTE

The purpose of the Concept Note is for the partner to express interest and demonstrate its unique advantage and value added for undertaking the Project.

The Concept Note is not a full and well-defined description of a Project. The detailed Project and its budget will be fully elaborated after the partner is selected. The Concept Note is to help UNHCR to better understand and select the Best-Fit Partner for a specific Project.

Prospective or existing partners may submit a Concept Note to propose an initiative or as a response to a Call for Expression of Interest issued by UNHCR.

Proposal in response to UNHCR Call for Expression <i>(Provide CEoI Ref No and Project Name)</i>	
Name of Applicant Organization:	
Contact Information and Address:	
Project Location:	
Submitted to UNHCR Office:	
Project Goal and Envisaged Outcomes	
Brief description of how the proposed project will achieve its expected outcome, including new initiatives if applicable.	
Background and Rationale	
Please describe the unique advantage your organization brings to the project for achieving the desired outcome for the persons of concern.	
Methodology and approach	
Brief description of the activities, methodology and approach to be used for the project to address the need and achieve the desired outcome for the persons of concern. Describe how the methodology and approach links/complements UNHCR's objectives for the persons of concern, including a description of how your organization would monitor project progress. Indicate whether any other partner(s) or contractor (s) will be used in the delivery of the project activities.	
Resources	
Brief description of how the required resources would be mobilized and the estimated total cost of the project, including total funding to be requested from UNHCR, 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.	
Technical capacity	
Brief description of the distinctive technical capacity and strengths, including past experiences, to deliver the desired outcome of this project. Brief description of areas of improvement for which the organization may require support.	

Expectations
Brief description of the partner's expectations of UNHCR for the successful implementation of this project.
Other
Where did you hear about this call for expression of interest? Any other information the organization would like to provide to UNHCR.

Signature

Name/title of the duly authorized Representative

Name of the Organization

Date and Place
