# Appendix C: CONCEPT NOTE [TO BE SUBMITTED BY PARTNER]

*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 Partnership Agreement. A standardized UN concept note format is available on the UN Partner Portal, however a sample template for a Concept Note is also below, for further contextualisation, to then be uploaded to the UNPP.

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. In the case of the latter, the Concept Note should be adjusted to align with the Selection Criteria that are reflected in the Call for Expression of Interest.

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| **CONCEPT NOTE**  (A detailed project description is not required unless requested by UNHCR) | | | |
|  | | 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:** |  | | |
| **Project Envisaged Outputs** | | | |
| 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. 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, together with the Project Envisaged Outputs, will be assessed against the following selection criteria:*   * *Sector expertise and experience* * *Local experience and presence* * *Experience working with UNHCR]* | | | |
| **Methodology and approach** | | | |
| Briefly describe the activities, methodology and approach to be used for the project to address the need 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. *[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, together with the Project Envisaged Outputs, will be assessed against the following selection criteria:*   * *Project management – including risk management and mitigation of SEA risks* * *Security considerations* * *Local experience and presence* * *Environmental sustainability]* | | | |
| **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* * *Cost effectiveness]* | | | |
| **Other** | | | |
| Any other information the organization would like to provide to UNHCR.  *[Relevant selection criteria:*   * *Other – as set out in the Call for Expression of Interest]* | | | |

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