

Resilience, Sustainable Energy and Marine Biodiversity Programme

CALL FOR SUBMISSION OF PROPOSALS, RES - 01

ANNEX A. CONCEPT NOTE

Contracting authority: Expertise France

|  |  |
| --- | --- |
| Project Title: |  |
| Location(s) of the Project: | specify OCT |
| Thematic area: | [ ]  Resilience | [ ]  Sustainable Energy | [ ]  Marine Biodiversity |
| Name of the applicant[[1]](#footnote-1) (full name and acronym): |  |
| Nationality / Country of Registration of the applicant[[2]](#footnote-2): |  |
| Legal status | [ ]  Public Body  | [ ]  CSO/NGO | [ ]  International Organisation |
| [ ]  Educational Institution | [ ]  Other: |  |
| Partners and their nationality[[3]](#footnote-3)  |  |
| Focal Point Endorsement: | [ ]  Yes | [ ]  No |
| Telephone number: country code + city code + number |  |
| Contact person for this Project: |  |
| Contact person’s email: |  |
| Website of the Applicant: |  |

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#  Acronyms and Abbreviations

|  |  |  |
| --- | --- | --- |
| EU |  | European Union |
| EUR |  | Euro |
| MEAL |  | Monitoring, Evaluation, Accountability and Learning |
| OCT |  | Overseas Countries and Territories |
| RESEMBID |  | Resilience, Sustainable Energy and Marine Biodiversity Programme |

# Notice

Please note that only fully completed concept notes in the templates and forms set by RESEMBID will be accepted for review and approval.

Please keep the format for project documents as A4 size with 2 cm margins, Arial 10 font characters and single line spacing.

# 1. Project Summary

Please complete the table below.

|  |  |  |
| --- | --- | --- |
| **Geographical scope** | **N°** | **Subregion/OCT/specific geographic area** |
| **1** |  |
| **+Add** |  |
| **Project duration** **(number of months[[4]](#footnote-4)):** |  |
| **Requested grant amount from RESEMBID in EUR** | EUR |
| **Co-funding in EUR (if any)** | EUR |
| **Total budget of the Project in EUR** | *Requested grant amount + Co-funding (if any) = Total Budget of the Project* |
| EUR |
| **Executive summary** | Max. 100 words. Please state:* specific development problem to be addressed,
* proposed logic and means of addressing it through this project, and
* how situation is expected to be different as a result of this project including expected benefits for direct and indirect beneficiaries. List objectives and principal activities.
 |

# 2. Description of the Project

Maximum three (3) pages, excluding the instructions. Please feel free to delete the instructions.

## 2.1. Rationale and background

|  |  |  |
| --- | --- | --- |
|  | Give the background to the preparation of the project, in particular on the sector/country/regional context (including key challenges).  |  |

…insert your text here…

## 2.2. Overall objective (Impact)

|  |  |  |
| --- | --- | --- |
|  | The long-term change to which the project contributes to at the country, regional or sectoral level, in the political, social, economic, or environmental global context. |  |

…insert your text here…

## 2.3. Specific objectives (Outcomes)

|  |  |  |
| --- | --- | --- |
|  | The main effect of the project focusing on environmental, behavioural, or institutional changes.  |  |

…insert your text here…

## 2.4. Outputs

|  |  |  |
| --- | --- | --- |
|  | Briefly outline the goods / services directly delivered by the project (under control of project) |  |

…insert your text here…

## 2.5. Activities

|  |  |  |
| --- | --- | --- |
|  | Briefly outline the type of activities proposed, including a description of linkages/relationships between activity clusters. |  |

…insert your text here…

## 2.6. Risks and assumptions

|  |  |  |
| --- | --- | --- |
|  | Provide information on external factors, main risks and assumptions, important for the achievement of project’s objectives. |  |

…insert your text here…

## 2.7. Beneficiaries

|  |  |  |
| --- | --- | --- |
|  | Provide information on the individuals, groups, or organisations, whether targeted or not, that will benefit directly from the action. Also, information on individuals, groups, or organisations, whether targeted or not, that will benefit indirectly from the project (i.e. those who will benefit from the action in the long term at the broad societal or sectoral level). |  |

…insert your text here…

## 2.8. Collaboration and partnerships

|  |  |  |
| --- | --- | --- |
|  | Specify the key actors important (stakeholders) and/or responsible (partners) for implementation of the project |  |

…insert your text here…

## 2.9. Indicative duration for implementation of the project[[5]](#footnote-5)

|  |  |  |
| --- | --- | --- |
|  | Please estimate the expected duration of activities based on what is most realistic and not the shortest timeframe. Describe any specific factor that needs to be taken into account in setting the start or end implementation date. |  |

…insert your text here…

# 3. Relevance and Sustainability of the Project

Maximum three (3) pages, excluding the instructions. Please feel free to delete the instructions.

## 3.1. Relevance to the RESEMBID objectives

|  |  |  |
| --- | --- | --- |
|  | Describe the relevance of the project to the RESEMBID overall and specific objectives. Describe the relevance of the project to any specific areas and any other specific requirements stated in the I Programmatic guidelines for applicants. |  |

…insert your text here…

## 3.2. Relevance to the needs and constraints of the target OCT(s) and/or relevant sectors

|  |  |  |
| --- | --- | --- |
|  | Provide a detailed analysis of the problems to be addressed by the project and how they are interrelated at all levels, geographical and/or sectoral. |  |

…insert your text here…

## 3.3. Relevance to the needs and constraints of the target groups and beneficiaries

|  |  |  |
| --- | --- | --- |
|  | Identify the needs and constraints of the target groups and final beneficiaries. Demonstrate the relevance of the proposed project to the needs and constraints of the target groups and expected beneficiaries. Describe does the proposed project have local ownership.  |  |

…insert your text here…

## 3.4. Sustainability

|  |  |  |
| --- | --- | --- |
|  | Briefly describe how the benefits of the project will be internalised locally and sustained after funding and the technical assistance provided under the project have come to an end. |  |

…insert your text here…

# 4. Indicative Summary Budget of the Project

At this stage only an indication of orders of magnitude is requested. A detailed properly documented budget will be developed during the project design phase should this proposal be approved.

|  |  |  |
| --- | --- | --- |
| **Budget category** | **Description of the category** | **Anticipated costs in EUR** |
| **1. Human resources** | Gross salaries for involved staff in implementing the proposed project; Per diems. |  |
| **2. Travel** | Costs related to travel (national or international) for the project staff and participants of the activities/events (if any) |  |
| **3. Office and equipment** | Office supplies, computers, electricity/heating, phone bills, etc. if can be directly connected to the proposed project i.e. to an activity, product, equipment implemented, produced or purchased by the proposed project |  |
| **4. Activities** | Costs related to the activities for the proposed project that will occur during its implementation period, including communication and visibility and monitoring and evaluation. |  |
| **Total eligible direct costs** |  |  |
| **Indirect & contingency costs** | Indirect costs up to 7% and contingency up to 5% of the total eligible direct costs |  |
| **Total eligible costs[[6]](#footnote-6)** |  |  |

# DECLARATION BY THE LEAD APPLICANT

The lead applicant, represented by the undersigned, being the authorised signatory of the lead applicant, and in the context of the presented concept note, representing any partner(s) and affiliated entity(ies) in the proposed project, hereby declares that:

* the lead applicant undertakes to comply with the principles of good partnership practice;
* the lead applicant is directly responsible for the preparation, management and implementation of the project with the partners(s) and affiliated entity(ies), if any, and is not acting as an intermediary;
* the lead applicant and each partner and affiliated entity are in a position to deliver immediately, upon request, the supporting documents stipulated under Section 3 of the II Procedural Guidelines for Applicants, RES-01;
* the lead applicant and each partner and affiliated entity (if any) are eligible in accordance with the criteria set out under Sections 2.1. of the I Programmatic Guidelines for Applicants;

Signed on behalf of the lead applicant

|  |  |
| --- | --- |
| Name and surname |  |
| Position |  |
| Signature |  |
| Date |  |

1. The entity responsible for the project management and implementation and which will sign the grant contract with the contracting authority. [↑](#footnote-ref-1)
2. An organisation’s statutes must show that it was established under the national law of the country concerned and that the head office is located in an eligible country. Any organisation established in a different country cannot be considered an eligible local organisation. [↑](#footnote-ref-2)
3. Use one row for each partner. [↑](#footnote-ref-3)
4. Maximum duration cannot exceed current lifespan of RESEMBID; therefore, all projects must end with its implementation as of 30 June 2023 at the latest. [↑](#footnote-ref-4)
5. Maximum duration cannot exceed current lifespan of RESEMBID; therefore, all projects must end with its implementation as of 30 June 2023 at the latest. [↑](#footnote-ref-5)
6. The amount must correspond to the amount stated in 1. Project Summary (on page 3) as Total budget of the Project [↑](#footnote-ref-6)