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| Concept Note Template for **IOM Implementing Partners** |

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| **Section 1: Summary of the concept note** |
| **Name of potential partner** |  |
| **Type of concept note**  | Response to a call for expressions of interest issued by IOM | ☒ | Concept note submitted as part of an unsolicited application | ☐ |
| Call for Expression of Interest Reference Number |  | Call for Expression of Interest Reference Number |  |
| **Title of the concept note** |  |
| **Geographic Scope** |  |
| **Population cible** | Number and type(s) of direct beneficiaries |  |
| Number and type(s) of indirect beneficiaries |  |
| **Program Duration (Months)** |  |
| **Program budget (indicate currency)** | Contribution of the potential partner |  |
| Contribution requested from IOM |  |
| Total |  |

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| **Section 2: Program Description** |
| **2.1 Rationale or rationale (maximum 400 words)**  |
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| **2.2 Target recipients (maximum 250 words)** |
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| **2.3 Proposed program approach or method (maximum 400 words)**  |
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| **2.4 Gender, equity and sustainability (maximum 250 words)** |
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| **2.5 Contribution and comparative advantage of the potential partner (maximum 250 words)** |
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| **2.6 Risk Management (maximum 250 words)** |
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| **2.7 Key Staff** |
| *Provide a list of staff members who will play a key role in the management, as well as the operational and financial control of the proposed program.**Details of the staff involved with the full CVs are attached. This table just gives the heads of the departments concerned and the technicians* |
| Name and position | Relevant qualifications and experience |
| *Name:*  |  |
| *Function:*  |
| *Name:*  |  |
| *Position:*  |
| *Nom:*  |  |
| *Position:*  |
| *Bow:*  |  |
| *Position:*  |
| *Name:*  |  |
| *Position:*  |
| *Name :*  |  |
| *Position:*  |
| *Nom :*  |  |
| *Position:*  |
| *Name :*  |  |
| *Position:*  |
| *Name :*  |  |
| *Position:*  |
| *Name:*  |  |
| *Position:*  |
| **2.8 Other Associated Partners (maximum 100 words)**  |
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| **2.9 Other information (maximum 250 words)** |
| *Indicate any other relevant information regarding the proposed program, if applicable. If this concept note is submitted in response to a call for expressions of interest issued by IOM, please refer to the guidance provided in the "Other Information" field of the call for expressions of interest.*  |

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| **Section 3: Expected results, performance indicators, activities, implementation period and budget** |
| *Please complete the table below to provide an indicative overview of the results framework of the proposed programme, including outputs, performance indicators, activities, implementation period and budget. Please note that* ***each*** *product must correspond to a service or good provided under the program and must have performance indicators. Please also note that* ***each*** *performance indicator must have a baseline, a target and means of verification.*  |

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| Statement of Results: *Please indicate the high-level results.* |
| **Program Outputs** | **Performance indicators (including baselines, targets and means of verification)** | **Activities** | **Implementation period** | **Budget by activity** |
| **Contribution of the potential partner** | **Contribution requested from IOM**  | **Total** |
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| ***Budget total*** |  |  |  |  |

Name of the organization:

Address:

Email address and contact details:

Signature: (complete)

Name and title of the head of the organization:

Date:

**Guidelines for Drafting a Concept Note Using the IOM Model**

*This template is to be used for all concept notes submitted to IOM, including in response to a call for expressions of interest issued by IOM and as part of an unsolicited application.*

# Section 1: Summary of the concept note

This section provides a summary of the potential partner's concept note and provides information to identify the potential partner. If the concept note is submitted in response to a call for expressions of interest published by IOM, please indicate the reference number indicated in the "Timeline" section of the call for expressions of interest published on the IOM website and/or the UN Partners Portal.

**Target population:** Please indicate the target population of the program.

* The *direct beneficiaries* are the groups that directly benefit from the programme's activities. For example, 50 rural primary school teachers are being trained, or 200 children aged 6 months to 5 years are receiving nutritional supplements.
* Indirect *beneficiaries* are groups that are not directly targeted by the program's activities but may nevertheless benefit indirectly. For example, 1,000 rural elementary school students who have teachers whose teaching practices have been improved, or 5,000 community members who listen to a radio program about improved child feeding practices.

**Program Budget:** Please indicate the program budget and currency.

* *Potential Partner Contribution:* Please indicate the amount of the potential partner's contribution to the proposed program.
* *Contribution requested from IOM:* Please indicate the amount of funds requested from IOM under the proposed programme.

# Section 2: Program Description

This section is composed of nine fields that provide a description of the proposed program. For each field, the word limit is indicated.

# Section 3: Expected results, performance indicators, activities, implementation period and budget

This section presents the expected results of the proposed programme, as well as the performance indicators, activities, implementation period and budget for the activities corresponding to each result.

**Statement of Results:** Please indicate the high-level outcomes to which the program will contribute.

* *If the concept note is submitted in response to a call for expressions of interest issued by IOM*, please ensure that the statement of results is consistent with the expected results indicated in the intended section of the call for expressions of interest published on the IOM website and/or the UN Partners Portal.
* *If the concept note is submitted as part of an unsolicited application*, please formulate a tailored statement of results based on the achievements of the proposed program.

**Program outputs:** services or goods provided under the program. Each output should have performance indicators and be linked to the activities and budgets of the activities to be carried out to achieve them. One or more program outputs may contribute to the achievement of the outcome statement.

* + *Performance indicators:* metrics used by the potential partner to measure and monitor progress towards programme outputs.
		- *Baseline*: The value of the performance indicator even before the start of program implementation.
		- *Target:* Expected value of the performance indicator at the end of the implementation of the program.
		- *Means of verification:* source(s) of data used to know the progress against each performance indicator.
	+ *Activities:* actions that the potential partner will implement under the proposed programme in order to achieve the desired output(s). It may be necessary to carry out several activities to obtain a product.
	+ *Implementation period:* the time frame within which the partner proposes to implement the specified activities. The implementation period can be defined in months or in another more suitable time unit.
	+ *Activity budget:* The potential partner must indicate the amount it intends to spend and request IOM to spend on each activity. The budget for activities may, for example, include:
		- * the amounts allocated to activities, such as workshops and training;
			* the cost of services directly provided to beneficiaries or beneficiary institutions, including storage, transport and packaging;
			* the cost of technical assistance and personnel made available directly to beneficiaries or beneficiary institutions (health, education, protection specialists, etc.):
			* the cost of surveys and other data collection activities conducted to collect information on beneficiaries or to measure expected outcomes.

**Program Product – Effective and efficient management of the program**: A standard product that appears in all concept notes and includes expenditures that are not strictly related to the implementation of the program. There is no need to add performance indicators for this product. All expenditures for effective and efficient management must be prorated to the contribution to the program. They include:

* *management and field support costs* (representation, planning, coordination, logistics, administrative functions, finance);
* *operational expenses* (office space, equipment, office supplies, maintenance);
* *costs related to planning, monitoring, evaluation and communication* (locations, travel).