



The European Union's Programme  
Support to Ukraine's Regional Development Policy

# Instruction for filling in Concept Note

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Cover page

Title of the action:

Write down the full title of your project. The title should be directly linked with the project aims, and give the overall understanding of the project content. Be as specific and short as possible, as your project title will be used both in formal correspondence and as a tool for your project promotion. Please do not repeat the name of the Lot or Objective of the Call for Proposals.

Number and title of lot:

Please choose the Lot your concept note is addressing and delete those not corresponding with your choice. Leave only the name of the Lot you are addressing.

Location(s) of the action:

Please specify the country, name of the oblast or oblasts, rayon and/or city where your project will be realized and that will benefit from your project. Divide the names by the simple coma (,).

Name of the applicant:

Please provide the full official name of the applicant both in English and in Ukrainian.

Nationality of the applicant:

Please state which country the applicant is registered in.

Dossier No:

Please do not fill in this box. It shall be empty to be filled by the Contracting Authority.

### **Information of the Applicant**

EuropeAid ID:

If the applicant's organization is registered in PADOR (Potential Applicant Data On-Line Registration), please write your EuropeAid ID number here. If not - please register your organisation in PADOR. Please take into account that for this Call for Proposals the registration in PADOR is obligatory. Information on how to register in PADOR you can find in Guidelines for Applicants on page 13.

Ongoing contract/Legal Entity File Number (if available):

If your organisation/institution has already signed a contract with the European Commission and/or has been informed of the Legal Entity File number, please write it here. If not, write 'N/A'.

Legal status:

Please specify what is the legal status of your organisation/institution (e.g. if your organisation is local/regional administration, write 'governmental body', for local/regional council – write "self-governmental body' etc.).

#### Co-applicant:

Please provide following information for each co-applicant:

Name – full official name of the organisation/institution;

EuropeAid ID – If the co-applicant's organization is registered in PADOR (Potential Applicant Data On-Line Registration), please write its EuropeAid ID number here. If not - please register your organisation in PADOR. Please take into account that for this Call for Proposals the registration in PADOR is obligatory. Information on how to register in PADOR you can find in Guidelines for Applicants on page 13;

Nationality and date of establishment – specify the country of the organisation/institution registration and the date of its establishment;

Legal status – same as for applicant;

Relation with the applicant or co-applicant – please give short description;

Please insert a separate line for each of co-applicants with the same data.

#### Affiliated entity:

Please provide following information for each affiliated entity:

Name – full official name of the organisation/institution;

EuropeAid ID – If the affiliated entity is registered in PADOR (Potential Applicant Data On-Line Registration), please write its EuropeAid ID number. If not - please register your organisation in PADOR. Please take into account that for this Call for Proposals the registration in PADOR is obligatory. Information on how to register in PADOR you can find in Guidelines for Applicants on page 13;

Nationality and date of establishment – specify the country of the organisation/institution registration and the date of its establishment;

Legal status – same as for applicant;

Relation with the applicant or co-applicant – please give short description.

Please insert a separate line for each of affiliated entities with the same data.

#### Applicant's contact details for the purpose of this action

Please provide the contact details of applicants' organisation /institution. Please remember that the information provided here, will be used by Contracting Authority for contact with the applicant, e.g. when additional documents will be required. Therefore, provide the exact contact details of a person really involved in the application process, to have enough time to respond on time for any questions or requirements.

## **PART A. CONCEPT NOTE**

### **1. INSTRUCTIONS FOR DRAFTING THE CONCEPT NOTE**

When preparing the Concept Note strictly follow the requirements stated in this point. Remember that this is a restricted call and only the concept note should be submitted in the first stage (not a full application).

Concept Note should be prepared by you in Word format (no hand written documents should be accepted).

There is no specific template for the Concept Note but the applicant must ensure that the text:

- does not exceed 5 full pages (A4 size) of Arial 10 characters with 2 cm margins, single line spacing;
- provides the information requested under the headings below, in the order in which it is requested, and in proportion to its relative importance (see the relevant scores set out in the evaluation grid and in the Guidelines);
- provides full information required. Take into account that during the evaluation process the relevance of your project will be assessed only on the basis of the information provided in the Concept Note (no additional documents are required, no additional information could be provided in the Application Form in case the Concept Note of your project will be listed for further development),
- is drafted as clearly as possible to enable it to be evaluated.

#### **Summary of the action**

Title of the action:

Please provide the same title as specified on the cover page. Please do not change the wording.

Lot:

Please choose and tick the same Lot as on the cover page. More information on the Lots, eligibility of applicants for separate Lots and on eligible actions may be found in Guidelines for Applicants. Please check whether you tick the appropriate Lot.

Location of the Action:

Please provide exactly the same information as already provided on the cover page.

Total duration of the action:

Please provide the number of months in which your project will be realized. Please check whether it fits the requirements set in the Guidelines for Applicants (minimum of 18 months and maximum of 30 months).

EU financing requested (amount):

Please indicate the amount of funding requested from EUD for the implementation of the project. Make sure it is not lower than the minimal and not higher than the maximal amount set for chosen Lot. Minimal and maximal amounts are given in Guidelines for Applicant w point 1.3.

EU financing requested as a percentage of total budget of the Action (indicative):

Please indicate the grant percentage ratio in relation to the overall project eligible costs. Please remember that the percentage cannot be lower than minimum and higher than maximum established for each lot separately in Guidelines for Applicants in point 1.3.

Objectives of the action:

Please provide both Overall objective(s) and Specific objective(s) of the project. Overall objective reflects the wider, long term impact of the project which will be achieved within some time after the project implementation. Specific objective(s) has to be achieved until the end of your project, and usually is directly linked with the target group. Please be as concrete as possible. Remember that the formulation of the Overall and Specific objective should be in keeping with the problems you present in the following parts of your Concept Note.

Target group(s):

Please specify the groups/entities that will benefit from the project activities realization. Usually they are the recipients/participants of the project activities. (please provide numbers if available)

Final beneficiaries:

Please specify the group of beneficiaries – those who will benefit from your project realization on the level of overall objective. It is a wider group of people, on the level of the society or sector at large. (please provide numbers /estimations if available)

Estimated results:

Please specify results of your project (products and services produced thanks to the project implementation). Typically, they are tangible items, such as newly constructed technical facilities, publications, events etc. (outputs) as well as less tangible or intangible, such as new skills, knowledge, experience and etc. (outcomes). Please list both outcomes and outputs.

Main activities:

Please list the type of activities you plan to implement, which are necessary for the achievement of project specific objective.

### **Description of the action (max 1 page)**

Please describe your project idea, giving following requested information.

Give the background to the preparation of the action:

Describe briefly why it is crucial to address the problem identified. What has already has been done to solve the problem? Prove that you know the issues related to the problem and what activities have been taken to solve similar problems. Prove that you can carry out the project.

Explain the objectives of the action given in the table in Section 1.1:

Give an explanation of the objective(s) presented in Section 1.1. Show the links between them. Clarify how the specific project objective(s) contribute to the achievement of the Overall objective(s). Prove that the achievement of the specific objective(s) will ensure the achievement of the overall objective(s).

Describe the key stakeholder groups, their attitudes towards the action and any consultations held with them:

Please, remember to include both kind of stakeholders – those who will be interested in project success as well as those who could be unhappy with the project/activities implementation (e.g. the NGO's working in the area of the natural environment protection could be unhappy with a project dealing with a motorway construction). Provide information on how you have discussed your project idea with them, whether they are aware of your project proposal.

Briefly state the type of activities proposed and specify related outputs and results, including a description of linkages/relationships between activity clusters/groups:

Give a short explanation of the provided activities/packages of activities and provide information on how they will ensure the achievement of the expected results.

State the broad timeframe for the action and describe any specific factor that has been taken into account:

Specify the same timeframe as in Section 1.1 and give short overview of planned activities. Provide additional information if some specific factors have to be taken into account in view to the proposed timeframe (e.g. in case of infrastructure projects the works such as renovation of the facade or road building cannot be performed during the winter time, etc.).

### **Relevance of the action (max 3 pages)**

Please provide all the required information.

#### **1.1.1. Relevance to the objectives/sectors/themes/specific priorities of the call for proposals**

Describe the relevance of the action to the objective(s) and priority(ies) of the call for proposals:

Please describe the relation of your project to the Programme priorities described in Guidelines for Applicants (point 1.3 and point 2.1.4). Give a short description on how the project objectives meet the Programme priorities and objectives, and how they contribute to the Programme priorities achievement.

Describe the relevance of the action to any specific subthemes/sectors/areas and any other specific requirements stated in the Guidelines for the call, e.g. gender equality etc. -

Please describe the relation of your project to the sectors described in Guidelines for Applicants (point 2.1.4) regarding the Lot that your project is addressing . Please note that different sectors are set for Lots 1 and 2.

Describe which particular expected results referred to in the Guidelines for the Call will be addressed by your project e.g. capacity building of local/regional authorities and other stakeholders in proper strategy planning and implementation.

#### **1.1.2. Relevance to the particular needs and constraints of the target country/countries, region(s) and/or relevant sectors (including synergy with other EU initiatives and avoidance of duplication)**

State clearly the specific pre-project situation in the target country, region(s) and/or sectors (include quantified data analysis where possible).

Describe the situation precisely. Give concrete data, percentages. Present the problem in view to the national average (e.g. 'unemployment among people aged 25-30 in the region X is higher than the Ukrainian average by Y %')

Provide a detailed analysis of the problems to be addressed by the action and how they are interrelated at all levels.

Present the results of your analysis (preferably according to the 'Problem Tree', presenting cause-effect relations).

Refer to any significant plans undertaken at national, regional and/or local level relevant to the action and describe how the action will relate to such plans.

Present regional or local plans relevant to the problem you are addressing and describe how your action complies with them.

Provide information where the action is the continuation of a previous action, clearly indicate how it is intended to build on the activities/results of this previous action; refer to the main conclusions and recommendations of any evaluations carried out.

If your project is based on an previous one, present a project, realised by you or a different institution, that your project is based on (you used its results and recommendations)

Provide information where the action is part of a larger programme, clearly explain how it fits or is coordinated with that programme or any other planned project. Specify the potential synergies with other initiatives, in particular by the European Commission.

Present this information, especially if your project is a part of a local or regional programme.

### **1.1.3. Describe and define the target groups and final beneficiaries, their needs and constraints, and state how the action will address these needs**

Give a description of each of the target groups and final beneficiaries indicated in the Summary of the Action above (quantified where possible), including selection criteria.

Describe target group(s) and final beneficiarie(s) of the project, remembering that Target group(s) is a group/entity who will be directly positively affected by the project at the Project Purpose level, and Final beneficiaries are those who benefit from the project in the long term at the level of the society or sector at large, e.g. "children" due to increased spending on health and education, "consumers" due to improved agricultural production and marketing.

Identify the needs and constraints of each of the target groups and final beneficiaries.

Present the results of your analysis. Present the results of your analysis. If you have consulted needs and constrains with target groups/ stakeholders, please provide the information on the results of these consultations.

Demonstrate the relevance of the proposal to the needs and constraints of the target groups and final beneficiaries.

Present, in detail, how your project will meet the needs and mitigate the constraints of the target group(s)

Explain any participatory process ensuring participation by the target groups and final beneficiaries.

Show which activities and in which way will be joint by representatives of the target group and final beneficiaries.

#### **1.1.4. Particular added-value elements**

Indicate any specific added-value elements, e.g. the promotion or consolidation of public-private partnerships, innovation and best practice, or other cross-cutting issues such as environmental issues, promotion of gender equality and equal opportunities, the needs of disabled people, the rights of minorities and the rights of indigenous peoples.

Present your project's added value in view of other actions, show its unique approach (e.g. added value in environment protection through implementation of environmentally-friendly solutions - lower energy consumption, usage of recycled materials etc.)

## **2. CHECKLIST FOR THE CONCEPT NOTE**

Please fill in all required information. The information has to be provided according to the explanation given for Section 1.1. Please add additional lines for each of co-applicant and each of the affiliated entities. Please keep the same order of organisations as in Section 1.1 (e.g. if co-applicant X was provided as first co-applicant, it should be listed as first one also in this section).

In the table (p.8 of the Concept Note Form) fill in the cell with the Title of the Proposal, please repeat those provided already in Section 1.1 and in the Summary of the action. The aim of this table is to help you check whether your Concept Note is complete before submitting it.

Please fill it only after the whole document is printed out. Check each of the listed criteria, marking the column 'Yes' or 'No' with an 'X'. If you put a mark in column 'No', it means you made a mistake and you should correct it before submitting the Concept Note. For a properly created Concept Note, all criteria should be marked in column 'Yes'.

## **3. DECLARATION BY THE APPLICANT FOR THE CONCEPT NOTE**

Please write in the Word document (not in handwriting) the name and position of person authorized to sign official documentation on behalf of your organization. Ask this person to sign the document, place your organisation/institution's stamp. Ensure that it is properly signed sealed and dated.

## **4. ASSESSMENT GRID FOR THE CONCEPT NOTE**

Please print this page and annex it to the Concept Note. Please DO NOT FILL THIS PAGE – it should be filled in by the Programme staff.