

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 Framework Agreement**.

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 **Partnership**.

Prospective or existing partners may submit a **Concept Note** to propose an initiative or as a response to a **Call for Expression of Interest (CFEI)** issued by UNHCR. A sample template for a **Concept Note** is below.

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		
Partner Initiated Concept Note		
Name of Organization:		
Contact Information and Address:		
Project Location(s):		
Submitted to UNHCR Office:		
Partnership scope:		
Insert a concise summary of the partnership's main objectives, what it seeks to provide and the problems it aims to address.		
Intended activities per sector:		
Taking into consideration UNHCR's expected results as specified in the CFEI, provide a brief description of the activities per sector. Outline the methodology and approach to be used to address the need and to achieve the expected results for forcibly displaced and stateless persons. Describe how the methodology and approach links to the project background in the CFEI.		
Downstream partners and sub-contractors:		
Describe any activity from above that is intended to be undertaken by a downstream partner and/or sub-contractor.		
Population coverage for the partnership:		
Expected population type(s)	Estimated population covered	
Refugees		
Internally displaced persons		
People under statelessness mandate		
Returnees		
Host community		
Selection criteria		



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

Please refer to the weighted selection criteria as outlined in the call for expression of interest.

Sector expertise and experience (selection criteria)

Provide a brief description of how the organization has the required skills, proven performance, knowledge, material and human resources for the sectors of the partnership. Outline the organization's distinctive technical capacity and strengths, including past experiences, to deliver the desired outcomes of this partnership. Include a description of areas of improvement for which the organization may require support.

Project management (selection criteria)

Provide a brief description of the project management systems/process that the organization will put in place to effectively deliver the partnership outcomes. Mention the organization's segregation of duties policy, risk management and controls over assets and inventory (if applicable).

Local experience and presence (selection criteria)

Provide a brief description of the organization's local experience, presence and knowledge. Highlight the organization's involvement in relevant inter-agency coordination fora.

Contribution of resources (selection criteria)

Global and/or local partnerships including knowledge of UNHCR policies, practices and programmes, as well as an understanding of and ability to work within UNHCR's funding limitations and associated inherent risks. Co-contribution to the project will be an advantage during the selection process of the partner.

Cost-effectiveness (selection criteria)

Evidence of a methodology for allocating shared costs to project activities. Evidence of procedures/systems that ensure maximum resources are directed to project outcomes and that resources are directed to activities that ensure project risks are being appropriately managed.

Experience with UN & UNHCR (selection criteria)

Global and/or local partnerships including knowledge of UNHCR policies and UN, practices, and programmes, as well as an understanding of and ability to work within UNHCR's and other UN Agencies' funding limitations and associated inherent risks.

Communication & visibility (selection criteria)

Demonstrated experience in planning, implementing, and evaluating communication activities for partnerships. This includes having the necessary internal resources and tools and showing a proven ability to use them effectively across various communication channels to support partnership objectives.

Expectations

Provide a brief description of the organization's expectations of UNHCR for the successful implementation of this partnership.

Other

Any other information the organization would like to provide to UNHCR.

Signature

Name/title of the duly authorized Partner _____

Representative _____

Name of the Partner _____

Date