

1 Concept Note template

Healthy and Resilient Collines programme

For expression of interest by potential local implementation partner NGOs

The concept note should not be more than 15 pages written in English, using font 11 Calibri (Body).

CONTENTS

A SUMMARY – Maximum 2 pages

Name of Submitting Organisation			
Total # Beneficiaries			
# Beneficiaries per intervention area (FNS/WASH/Entrepreneurship)			
Program area: Province(s) # of Communes and Collines (please include names)			
Status of chronic malnutrition children under 5 (state source info)			
Key implementation approaches and activities to achieve objectives			
Key External stakeholders			
Proposed budget (BIF)	Total Proposed Budget	Government contribution	Household own investments
Number staffs required			

B CONCEPT NOTE DETAILS (Max 13 pages)

REQUIRED CONTENT - TOPICS -	GUIDELINES on content to include
1. General Context	1.1. Key Information on the Burundi context <ul style="list-style-type: none"> Political, economic, social, environmental aspects of the Burundi context relevant in relation to the goal and objectives of the programme. 1.2. Key Information on the proposed programme areas <ul style="list-style-type: none"> Describe the present situation / context in the proposed geographical area(s) in relation to the goal and objectives of the programme.
2. Programme beneficiaries & area, approaches & strategies,	2.1. Programme Beneficiary & Area <ul style="list-style-type: none"> Who are the main beneficiaries (include target numbers) In which province (1 or 2 provinces maximum), communes and collines do you propose to implement the programme (mention names). Why do you propose these areas? 2.2. Programme Implementation approach & strategies <ul style="list-style-type: none"> How will you use your organization's previous expertise and experience in FNS, WASH and entrepreneurship for programme implementation? Describe the key approaches and activities to achieve the defined programme goal and objectives Which relevant existing community structures (CHWs, VSLAs, other) in the proposed implementation area do you plan to work with? Which complimentary NGO / government development programs (f.e. Cash transfer, other FNS/WASH, etc.,) in the proposed implementation area do you plan to build on? Who are the key external stakeholders (community / government NGOs / other) and how will the programme collaborate with each of them in achieving the programme objectives
3. Programme Management & Resources	<ul style="list-style-type: none"> Describe how you will manage the part of the programme that you will implement Provide an overview of resources required in terms of staff, logistics, equipment & supplies, know how / expertise you need
4. Programme Sustainability	<ul style="list-style-type: none"> Describe the strategies for ensuring sustainability / lasting impact of the proposed programme interventions;
5. Risk Management	<ul style="list-style-type: none"> Provide overview of main risks linked to programme implementation and planned mitigation measures

6. Monitoring	<ul style="list-style-type: none">• Description of results monitoring methodology / approach
7. Innovation/ additional ideas	<ul style="list-style-type: none">• What are other innovative elements that are not mentioned in the TOR do you suggest to incorporate in the programme (to reduce chronic malnutrition).
8. Budget	<ul style="list-style-type: none">• <i>Provide a proposed budget in the separate budget template</i> IN ADDITION – include here <ul style="list-style-type: none">• What are the expected own investments of households and government contribution (amounts should be excluded from programme budget)• Provide calculations and reflections on cost-efficiency (cost per beneficiary etc.)