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**Annex A: SRF Concept note template**

The concept note should be concise, with a maximum of 5/6 pages (Calibri font size 10) for sections I and II combined.

Sections III and IV have no page limit.

Please, delete the instructions in italics while drafting.

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| **SECTION I: COVER PAGE**  |
| **Requesting Organization:** | *Please indicate the full name of your organization* |
| **Acronym:** |  |
| **Organization focal point:**  | *Please provide name, title, email, telephone for an organizational point of contact(s) at country or regional level* |
| **Project Title:**  | *If the proposed project is a resumption of an interrupted project, please clearly indicate this in the project title.* |
| **Project Summary:**  | *Please provide a succinct description of the strategy, design, and approach of the proposed intervention, including reference to how the differential needs, concerns and priorities of women and girls, men and boys of different ages and disparities such as disabilities will be addressed. Provide a description of the integrated design and the sector approached and modalities of assistance.* |
| **Alignment with SRF strategy and Humanitarian Country Plan(s)**  | *Please describe how the project fits with the Fund’s Strategic Objectives and needs/priority locations identified in the Humanitarian Country Plan.* |
| **Project Duration (in months):**  |  |
| **Planned Start Date:**  |   |
| **Planned End Date:**  |  |
| **Project Budget in Pound £:**  | *Funding requested from this allocation*: | **Other contributions/Matching funds (if any):***Please fill out one line for each funding source. Add more rows if necessary.* | **Source:** | **Pound £:** |
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| **Estimation of Direct and Indirect Beneficiaries by sector:**  | *Please provide a sector-specific estimate, ensuring alignment with the Logical Framework. Each sector should be presented separately without merging categories.* |
| **Sub-Grants to Implementing Partners:***Please fill out one line for each sub-partner (both lateral and downstream partners). Add more rows if needed.* | **Partner Name (and their respective sub-grantee) and locations**  | **Partner Type***Fill out for each type as applicable. If ‘Other’, please specify. Add one row for each partner.* | **Budget in Pound £:** |
|  | *International NGO* |  |
|  | *National NGO* |  |
|  | *Red Cross/Red Crescent Society* |  |
|  | *Other (please specify)* |  |
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| **SECTION II: Context & Description** |
| **Humanitarian context analysis:** *Describe the current humanitarian situation in the specific locations where this project will be implemented. Describe the needs identified and how they have been assessed, including if needs assessments were carried out by your organization and the process. Briefly describe the different needs of women, girls, men and boys.* |
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| **Description of beneficiaries:** *Describe the beneficiary groups by sex and age, and other diversifying factors such as disabilities, minorities, etc. Explain how they have been identified and targeted.* |
| **Theory of change and primary elements of the logical framework.***Please include a summary of the key elements of the Theory of Change that underpin your project. Explain the intervention logic by detailing the main assumptions linking activities to expected outcomes. Also, provide a concise version of the associated logical framework, specifying key monitoring and evaluation indicators.*  |
| **Description of the approach:***Please provide a description of the strategy, design, and approach of the proposed intervention, including reference to how the differential needs, concerns and priorities of women and girls, men and boys of different ages and disparities such as disabilities will be addressed. Provide a description of the integrated design and the sector approach and modalities of assistance. Describe innovation, access strategy and premise for sustainability as well as expected results and intended impact.* |
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| **Coordination and synergy:***Describe participation in coordination mechanisms and linkages to other initiatives/projects in targeted locations (RRM, other emergency project, social protection, peacebuilding and development program, etc.). Describe the consultation process with various key stakeholders which took place to inform the development of the design and what is planned for the full proposal stage.*  |
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| **Grant Request Justification:** *Justify why your consortium is best placed to deliver this project. Explain the value added by your consortium (e.g. geographical presence, existing capacity/resources, specific expertise, community acceptance, accountability mechanisms already in place etc.)*  |
| **Commitment to localization:** *Explain how your project contributes to strengthening local actors’ capacities and empowerment. Describe the collaboration modalities with national NGOs, civil society organizations, and local authorities. Specify the strategies implemented to ensure skills transfer, institutional strengthening, and sustainable ownership of actions by local stakeholders.***Accountability, Inclusion, and Engagement with Authorities***Describe the mechanisms in place to ensure accountability to beneficiaries and other stakeholders. Explain how affected communities, including marginalized groups, are involved at all stages of the project, from design to monitoring and evaluation. Specify the steps taken to engage with local authorities and secure their support for project implementation.***Learning approach and perspective of learning products***Describe your project’s approach to learning, including how lessons will be captured, shared, and applied. Outline the learning products (e.g., reports, tools, best practices) you intend to produce and how they align with SRF’s strategic priorities.* |
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| **SECTION III: LOCATION**  |
| **Project locations:** Please list all locations within the country where project activities will take place. For each location, please estimate the beneficiary targets  |
| **State/province**  | **County/village** | **Estimated beneficiary targets**  |
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NB La liste des secteurs est limitative et à aligner avec l’annexe budgétaire. Le renforcement de capacité / la localisation, n’est pas un secteur et doit être vu comme une dynamique transversale.  |

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