

**ANNEX D: 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 **Project Partnership 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 **Project**.

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

<b>CONCEPT NOTE</b>		
(A detailed project description is not required unless requested by UNHCR)		
	Tick if applicable	Identification Number
<b>Proposal in response to UNHCR Call for Expression</b>		
<b>Partner Initiated Concept Note</b>		
<b>Name of Organization:</b>		
<b>Contact Information and Address:</b>		
<b>Project Location:</b>		
<b>Submitted to UNHCR Office:</b>		
<b>Project Goal and Envisaged Outcomes</b>		
Brief description of the how the proposed project will achieve its expected outcome, including new initiatives if applicable		
<b>Background and Rationale</b>		
Please describe the unique advantage your organization brings to the project for achieving the desired outcome for the persons of concern.		
<b>Methodology and approach</b>		
Brief description of the activities, methodology and approach to be used for the project to address the need and achieve the desired outcome for the persons of concern. Describe how the methodology and approach links/complements UNHCR's objectives for the persons of concern, including a description of how your organization would monitor project progress. Indicate whether any other partner(s) or contractor(s) will be used in the delivery of the project activities.		
<b>Resources</b>		
Brief description of how the required resources would be mobilized and the estimated total cost of the project, including total funding to be requested from UNHCR, the organization's contribution (financial and/or in-kind) as well as any contributions by other donors. Please provide number of projects and resources currently managed.		
<b>Technical capacity</b>		
Brief description of the distinctive technical capacity and strengths, including past experiences, to deliver the desired outcome of this project. Brief description of areas of improvement for which the organization may require support.		



**UNHCR**

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

**Expectations**

Brief description of the partner's expectations of UNHCR for the successful implementation of this project.

**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**

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