**Concept Note Template & Guidelines**

**Eligibility Criteria**

Organisations applying for funding must meet the following criteria:

* Must be non-profit, non-governmental organisations legally registered in Zimbabwe (PVO, Trust, common law *universitas,* etc.);
* Must have established ongoing programmes; or new and innovative programmes directly related to the activities described in the Call for Concept Notes
* International organisations not registered in Zimbabwe must be able to demonstrate viable partnerships with locally registered CSOs.

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| 1. | **Name of Organisation** |  | | | |
| 2. | **Address (*Physical and Tel.)*** |  | | | |
| 3. | **Year and Type of Registration (*e.g. PVO, Trust, Univesitas*)** |  | | | |
| 4. | **Contact Person, Title and Contact Details *(Tel. and email)*** |  | | | |
| 5. | **Partners** |  | | | |
| 6. | **Title of Proposed Action** |  | | | |
| 7. | **Proposed Geographic Area of Implementation** |  | | | |
| 8. | **Duration of Action** |  | | | |
| 9. | **TRACE Thematic Area/s of Focus/Contribution** *(See Briefing Note for full description of the TRACE themes. You can click more than one box)* | 1. Media |  | 5. Service Delivery |  |
| 2. Electoral Cycle |  | 6. Public Policy Research |  |
| 3. Access to Justice |  | 7. Issue-based Coalitions |  |
| 4. Human Rights |  |  |  |
| 10. | **Approx. Total Budget ($)** |  | | | |
| 11. | **Total Amount Being Requested from TRACE ($)** |  | | | |
| 12. | **Other Funders Funding Action** | 1.  2. | | | |
| 13. | **Other Funders Being Approached to Fund Action** | 1.  2. | | | |

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| ***Note to Prospective Applicants:***  *All submissions should be made electronically (by email) to* [*TRACEinfo@dai.com*](mailto:TRACEinfo@dai.com) *Successful applicants will be invited to submit full proposals and will also be provided with information and support on the specific requirements of the TRACE fund.*   1. **DESCRIPTION OF THE CONTEXT** *(max**1 page***)**   Provide a brief background of the broad environment within which the proposed project/action occurs. In your response please try to cover the following:   * *Analysis of the policy and regulatory frameworks* * *Assessment of engagements amongst various players/stakeholders (citizens, government, CSOs etc.)* * *Analysis of other interventions current and past carried out on the same or related projects/actions.*   **2.0 PROBLEM STATEMENT** *(max**½ page***)**  Describe the specific problem that the proposed project will address.  **3.0PROPOSED INTERVENTIONS & JUSTIFICATION** *(max**2 pages*)   * *Describe your strategy for addressing the stated problem clearly justifying why you think your approach will achieve results.* * *What results (goal, outcome and outputs) does the project intend to achieve?* * *What are the broad strategies and the specific activities required to deliver intended results?* * *Who would be the partners in this initiative be and what are their roles?* * *How does the achievement of the project results advance any one or more of the TRACE intermediate outcomes?* * *How does the project tackle cross cutting issues (e.g. gender, children, the elderly, the disabled)?* * *What is new/innovative about the project approach?* * *To what on-going or future national processes does your proposed action/project contribute?*   **4.0 ORGANISATIONAL CAPACITY** *(max 1/2 page)*   * *What is the organisation’s capacity to address or contribute a solution to the problem?* * *What is your organisation’s long term strategic vision?* * *What are the key result areas of your organisation’s strategy and how would they contribute to the TRACE objective?*   **5.0 MONITORING, EVALUATION & KNOWLEDGE MANAGEMENT** *(max**1 page***)**   * *How will the organisation capture, record and report project results as they occur?* * *How will lessons learnt and emerging knowledge be captured and communicated?* * *What will success look like (indicators of achievement)?*   **6.0 STAKEHOLDER ENGAGEMENT & NETWORKING (***max ½ page***)**   * *Are there other stakeholders you need to engage in this action/project (including government, private sector other CSOs etc.?)* * *If working with CBOs what strategy is in place to enable skills transfer?*   **7.0 INDICATIVE BUDGET**   |  |  | | --- | --- | | **Indicative Budget Item** | **Cost ($)** | | Program Activities | **--** | | Administration Costs | **--** | | **Total Indicative Budget** | **--** |   *\* See guidelines below*  **8.0 ANNEXES**   1. Proof of registration 2. Organisational strategy (*if available*) |