**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* *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*)
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