**Concept notes template**

**[*insert date of submission*]**

|  |  |  |
| --- | --- | --- |
| 1 | Name of Organization (In English and local language) |  |
| 2 | Contact (Focal Point) | Name |  |
| Title |  |
| Phone |  |
| Email |  |
| Website  |  |
| 3 | Organization Address  |  |
| 4 | Registration Details | Year of establishment and registration no.:  |
| 5 | Type of Organization | NGO, INGO, UN agency, for-profit partner … etc.  |

|  |  |  |
| --- | --- | --- |
| 1 | Program Title  |  |
| 2 | Requested Amount  | USD  | Local currency |
| 3 | Amount Co-funded, if any. |  |  |
| 4 | Program Duration  |  |
| 5 | Program Site(s) | District/Region |  |
| Country/countries  |  |
| 6  | Other implementing partners  |  |

Organizational Background (including the areas of expertise and experience)

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Program Strategy/ Listing of Program Activities:

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| --- | --- |
| Briefly describe the educational context of the country. |  |
| What issue/challenge is the program intended to address? Briefly describe the objective of the program.  |  |
| What efforts have been previously made to address these challenges? |  |
| Program summary. What is the program strategy and how is it in line with achieving SDG4? Which target(s) of the SDG4 applies here? |  |
| Outline key activities/interventions the program will delivers.  |  |
| Briefly describe the expected outcomes and the overall impact of the program.  |  |

1. Approach:Briefly describe the overall approach that you will use to address the identified problem. Please specify how and why the suggested approach is appropriate within the context of your proposed program? If relevant, please describe any innovative components of your suggested approach, and explain how these are relevant to the specific needs and issues within your context.
2. Beneficiaries: Please describe the type and estimated number of beneficiaries the program would reach. (For example: teachers, students, other direct or indirect beneficiaries). Provide a breakdown for direct and indirect beneficiaries.
3. Program management: Briefly describe your planned methodology for monitoring and evaluating the proposed program.
4. Duration and sustainability: Provide an estimation about when the program will start and finish. Briefly describe how the program activities will be sustained in the long term.