# Annex A1: 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 Partnership Framework 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 Partnership.

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

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| **CONCEPT NOTE**  (A detailed project description is not required unless requested by UNHCR) | | | |
|  | | Tick if applicable | Identification Number |
| **Proposal in response to UNHCR Call for Expression** | |  |  |
| **Partner Initiated Concept Note** | |  |  |
| **Name of Organization:** |  | | |
| **Contact Information and Address:** |  | | |
| **Project Location(s):** |  | | |
| **Submitted to UNHCR Office:** |  | | |
| **Partnership scope:** | | | |
| Insert a concise summary of the partnership’s main objectives, what it seeks to provide and the problems it aims to address. | | | |
| **Intended activities per sector:** | | | |
| Taking into consideration UNHCR’s expected results as specified in the CfEoI, provide a brief description of the activities per sector. Outline the methodology and approach to be used to address the need and to achieve the expected results for forcibly displaced and stateless persons. Describe how the methodology and approach links to the project background in the CfEoI.  **Capacity to Protect from Sexual Exploitation and Abuse (PSEA):**  If the partner has direct contact with forcibly displaced and stateless persons, the partner must complete the PSEA capacity self-assessment via their profile on the UNPP.  **NB:** Government partners are exempt from this self-assessment.  **Processing of personal data *(if foreseen within the partnership):***  The CfEoI indicates the arrangement foreseen by UNHCR where the partnership involves processing of personal data.  The partner must complete the Partner Data Protection and Information Security Self-Assessment template, found on the UN Partner Portal [here](https://supportcso.unpartnerportal.org/hc/en-us/articles/17496552170263-Concept-Note).  In addition, if the CfEoI indicates a ‘Controller to Controller’ arrangement, the partner is foreseen to be accountable for the implementation of data protection standards. This concept note should therefore describe the measures ensuring adherence to the data protection principles, procedures and mechanisms envisaged for providing information to the data subjects, receiving and processing data subject rights request, complaints and independent redress.  Partners can find more information on UNHCR’s data protection framework here: [Data protection | UNHCR](https://www.unhcr.org/what-we-do/reports-and-publications/data-and-statistics/data-protection). While UHCR’s external guidance note on minimum information security baseline is found [here](https://supportcso.unpartnerportal.org/hc/en-us/article_attachments/22232967127703). | | | |
| **Downstream partners and sub-contractors:** | | | |
| Describe any activity from above that is intended to be undertaken by a downstream partner and/or sub-contractor. | | | |
| **Population coverage for the partnership:** | | | |
| |  |  | | --- | --- | | **Expected population type(s)** | **Estimated population covered** | | Refugees |  | | Internally displaced persons |  | | People under statelessness mandate |  | | Returnees |  | | Host communities |  | | | | |
| **Selection criteria** | | | |
| **Please refer to the weighted selection criteria as outlined in the call for expression of interest.** | | | |
| **Sector expertise and experience (selection criteria)** | | | |
| Provide a brief description of how the organization has the required skills, proven performance, knowledge, material and human resources for the sectors of the partnership.  Outline the organization’s distinctive technical capacity and strengths, including past experiences, to deliver the desired outcomes of this partnership. Include a description of areas of improvement for which the organization may require support. | | | |
| **Project management (selection criteria)** | | | |
| Provide a brief description of the project management systems/process that the organization will put in place to effectively deliver the partnership outcomes. Mention the organization’s segregation of duties policy, risk management and controls over procurement, assets and inventory (if applicable). | | | |
| **Local experience and presence (selection criteria)** | | | |
| Provide a brief description of the organization’s local experience, presence and knowledge.  Highlight the organization’s involvement in relevant inter-agency coordination fora. | | | |
| **Cost effective (selection criteria)** | | | |
| Provide a brief description of the methodology for the allocation of shared costs to partnership activities. Outline how resources would be directed to activities to maximise results and ensure partnership risks are appropriately managed. | | | |
| **Accountability to communities and community relations (selection criteria)** | | | |
| Provide a brief description of the organization’s approach to meaningful engagement with forcibly displaced and stateless persons in all phases of the programme cycle for the partnership’s activities. Outline the feedback and response systems that would be put in place. | | | |
| **Access / security considerations (selection criteria)** | | | |
| Provide a brief description of the organization’s policies, procedures and practices related to security risk management and how they will be applied to the security conditions of the partnership location(s). | | | |
| **Expectations** | | | |
| Provide a brief description of the organization’s expectations of UNHCR for the successful implementation of this partnership. | | | |
| **Other** | | | |
| Any other information the organization would like to provide to UNHCR. | | | |

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| **Signature** |  |
| **Name/title of the duly authorized Partner Representative** |  |
| **Name of the Partner** |  |
| **Date** |  |