

ANNEX D: IOM Implementing Partners Concept Note Template

Section 1. Concept note overview				
Name of prospective partner				
Type of concept note	Response to IOM-issued CEI	<input type="checkbox"/>	Unsolicited concept note	<input type="checkbox"/>
	CEI ID		CEI ID	N/A
Concept note title				
Geographical coverage	<i>Country, province, district</i>			
Population focus	Number and type(s) of direct beneficiaries			
	Number and type(s) of indirect beneficiaries			
Programme duration (in months)				
Programme budget (please indicate currency)	Contribution from prospective partner			
	Contribution requested from IOM			
	Total			

Section 2. Programme description**2.1 Rationale/justification (400 words max)**

Outline the problem statement, the context and the rationale for the programme:

- *Provide an overview of the existing problem, using disaggregated data from existing reports.*
- *Describe who is affected and what the barriers/bottlenecks to outcomes for children are.*
- *Describe how the problem is linked to national priorities and policies.*
- *Describe the relevance of the programme in addressing problems identified.*

2.2 Target beneficiaries (250 words max)

Describe the target groups and beneficiaries anticipated to be reached by the proposed programme.

2.3 Proposed programme approach/methodology (400 words max)

Describe how the programme will address the problem statement in Section 2.1. Explain how the proposed approach/methodology will lead to the anticipated change. Describe any innovative approaches (if applicable) that will be utilized in the implementation of the proposed programme. Please note that specific activities and results are to be detailed in Section 3.

2.4 Gender, equity, and sustainability (250 words max)

Describe the practical measures taken in the programme to address gender, equity and sustainability considerations.

2.5 Prospective partner's contribution and comparative advantage (250 words max)

Briefly outline the partner-specific contributions to the programme. Mention both financial and non-financial contributions. Describe any specific advantages and experiences that are unique to the organization that will enhance the quality implementation of the proposed programme.

2.6 Risk management (250 words max)

Describe potential areas of risk that may negatively impact the organization's capacity to fully implement the proposed programme. Describe any mitigating actions that will be incorporated into the programme to manage the identified risks.

2.7 Key personnel

Provide a list of key personnel who will be critical in the management as well as the operational and financial oversight of the proposed programme.

Name and position	Relevant qualifications/experiences
Name:	
Position:	
Name:	
Position:	
Name:	
Position:	
Name:	
Position:	

2.8 Other partners involved (100 words max)

Describe other partners who will have a role in programme implementation, including other organizations providing technical and financial support for the programme.

2.9 Other (250 words max)

Describe any other relevant information that is applicable to the proposed programme. If this concept note is being submitted in response to a IOM-issued CEI, please refer to the guidance provided in the 'Other information' field of the CEI.

Section 3. Expected results, performance indicators, activities, implementation period and budget

Complete the table below to provide an indicative outline of the results framework of the proposed programme, including programme outputs, performance indicators, activities, implementation period and budget. Note that **each** programme output should refer to a service or product resulting from the programme, and should have accompanying performance indicators. Note that **each** of the performance indicators should include a baseline, target and means of verification.

Result statement: Please insert the high-level result statement here.

Programme Outputs	Performance Indicators (including baselines, targets, and means of verification)	Activities	Implementation Period	Activity-Level Budgets		
				Contribution from prospective partner	Contribution requested from IOM	Total
Programme Output 1 E.g. Community-based management of severe acute malnutrition introduced in 200 villages in 10 districts	<ul style="list-style-type: none"> # children receiving ready-to-use therapeutic foods (Baseline: 500, Target: 2,000, Means of Verification: Progress reports, Health Management Information System) Recovery rate (Baseline: 50%, Target: 80%, Means of verification: Health Management Information System) 	Activity 1.1. Organize training of 500 health workers in community nutrition in 10 districts	Month 2	\$10,000	\$10,000	\$20,000
		Activity 1.2. Undertake community outreach activities and referral in 200 villages in 10 districts	Months 3-5	\$10,000	\$20,000	\$30,000
		Activity 1.3. Programme management and technical supervision	Months 1-5	\$4,000	\$2,000	\$6,000
Programme Output 2 E.g. Insert programme output here	<ul style="list-style-type: none"> Insert performance indicator, and accompanying baseline, target and means of verification here Insert performance indicator, and accompanying baseline, target and means of verification here 	Insert activity contributing to programme output here	Insert implementation period for the designated activity here	Insert partner contribution to activity here	Insert requested IOM contribution to activity here	Insert total budget of activity here
		Insert activity contributing to programme output here				
		Insert activity contributing to programme output here				
Programme Output X	N/A	Activity X.1. In-country management and support				

<i>Effective and efficient programme management</i>	staff costs, pro-rated to their contribution to the programme (representation, planning, coordination, logistics, admin, finance)				
	Activity X.2. Operational costs, pro-rated to their contribution to the programme (office space, equipment, office supplies, maintenance)				
	Activity X.3. Planning, monitoring, evaluation and communication costs, pro-rated to their contribution to the programme (venue, travels, etc.)				
Total budget					

Organization Name: (insert)

Address: (insert)

Email and contact details:

Signature: (insert)

Name and Title, Head of Organization: (insert)

Date: (insert)

GUIDELINES FOR COMPLETION OF IOM CONCEPT NOTE TEMPLATE

This template should be used for all concept notes submitted to IOM, including those responding to a IOM-issued CEI, and those submitted on an unsolicited basis.

Section 1. Concept note overview

This section provides a summary of the prospective partner's concept note as well as identifying information. If the submission is in response to a IOM-issued CEI, please reference the CEI ID, which can be found in the "Project Details" field of the CEI published on IOM website and/or UN Partner Portal.

Population focus: Please identify the population focus of the programme.

- Direct beneficiaries are population groups who are the direct recipients of programme activities. For example, 50 teachers in rural primary schools receiving training, or 200 children aged 6 months to 5 years receiving nutritional supplements.
- Indirect beneficiaries are population groups who are not the direct recipients of programme activities, but may indirectly benefit. For example, 1,000 students in rural primary schools benefiting from teachers with improved classroom teaching practices, or 5,000 community members hearing a radio broadcast on improved child-feeding practices.

Programme budget: Please indicate the programme budget and the currency.

- Contribution from prospective partner: Please indicate a costed amount of the prospective partner's contribution to the proposed programme.
- Contribution requested from IOM: Please indicate a costed amount of the funds requested from IOM for the proposed programme.

Section 2. Programme description

This section is composed of nine fields that provide a description of the proposed programme. Word limits are included in each of the fields.

Section 3. Expected results, performance indicators, activities, implementation period and budget

This section outlines the expected results from the proposed programme, as well as the performance indicators, activities, implementation period and activity-level budgets associated with each result.

Result statement: Please indicate the high-level result statement to which the programme will contribute.

- If the concept note is submitted in response to a IOM-issued CEI, please ensure the result statement is linked to the "Expected results" described in the "Project Details" field of the CEI published on IOM website and/or UN Partner Portal.
- If the concept note is submitted on an unsolicited basis, please formulate an appropriate result statement based on what the proposed programme will achieve.

Programme outputs: Programme outputs refer to services or products resulting from the programme. Each programme output should be accompanied by performance indicators, and be linked to the activities and activity-level budgets required to achieve it. One or more programme outputs may contribute to the achievement of the result statement.

- Performance indicators: The metrics used by the prospective partner to measure and monitor progress towards the programme output.
 - Baseline: The value of the performance indicator at the starting point, prior to the onset of programme implementation.
 - Target: The intended value of the performance indicator upon the conclusion of programme implementation.

- *Means of verification:* The specific data source(s) used to obtain the status of each of the performance indicators.
- *Activities:* The actions the prospective partner will implement under the proposed programme to achieve the desired programme output(s). Multiple activities may be required to contribute to the achievement of a programme output.
- *Implementation period:* The time frame in which the partner proposes to implement the specified activities. The implementation period can be specified in months or another more appropriate unit of time measure.
- *Activity-level budgets:* For each activity, the prospective partner should indicate the amount that it plans to contribute, and the amount that is being requested from IOM. Activity-level budgeting would reflect, for example:
 - Cash for activities, such as workshops or trainings;
 - Cost of supplies that directly assist beneficiaries or beneficiary institutions, including warehousing, transport and assembly;
 - Technical assistance and costs of technical staff to directly support beneficiaries or beneficiary institutions (experts in health, education, protection, etc.);
 - Cost of surveys and other data collection activities in relation to beneficiaries or measurement of expected results.

Programme output: Effective and efficient programme management: A fixed, standard output included as a part of all concept notes, and encompassing those costs *not* specifically associated with the implementation of the programme. There is *no* need to include performance indicators for effective and efficient programme management. All effective and efficient programme management costs should be pro-rated according to their contribution to the programme, and include:

- *In-country management and support staff costs* (representation, planning, coordination, logistics, admin, finance);
- *Operational costs* (office space, equipment, office supplies, maintenance);
- *Planning, monitoring, evaluation and communication costs* (venue, travels).