This application template is provided to guide the application process ONLY and is provided as a reference for developing your Concept Note. The actual applications must be submitted through our online application system. Email applications will not be accepted.

**TFCA FINANCING FACILITY**

C O N C E P T N O T E T E M P L A T E

J U LY 2 0 2 3

Applicants can prepare answers here in advance and visit the SADC TFCA FF Grants Portal (share link) when ready to submit the Concept Note. Applicants can also prepare Concept Notes directly on the portal through the online application system. You will first need to register and create an account. Only registered applicants will be invited for an online webinar on how to submit applications through the SADC TFCA FF grants portal.

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| **PROJECT SUMMARY**  |
| **Project title** |  |
| **Project lead** |  |
| **Partner organization(s)*****(if applicable)*** | *If applicable* |
| **Contact person:** | *Name and email* |
| **Country(ies) of****implementation** |  |
| **Project Duration** |  |
| **Total Costs (EUR)** |  |
| **SADC TFCA Financing****Facility funding** | *In Euro (percentage of total project volume)* |
| **Matching funding** | *In Euro (percentage of total project volume)* |
| **Project summary** | *To include the project’s contribution to the FF logframe, objectives, themes (species, habitat, people); corridor connectivity, PCA management effectiveness, livelihoods, HWC, tourism, which TFCA / which part of the TFCA* |

1. PROJECT CONTEXT (TWO PAGES)

To include the following:

* Strategic framework and context in which the project formulated i.e TFCA, country, sector, people and key players, other sectors and developments.
* Which strategic documents are in place and available? (Integrated Development Plans (IDPs), Management Plans (MPs), specific plans/strategies such as Law Enforcement, Human Wildlife Conflict (HWC), livelihood strategies; all of which should be attached at annexes to the Concept Note.
* Which trends and baselines are relevant for the Project and the main challenges and potentials identified followed by a very specific and clear problem statement and justification of the project including selection of the scope and scale of the Project and Theory of Change (TOC - focus on Response and Benefits).
* Key information to the Project and Project area including people and beneficiaries.
* Information on other relevant projects and interventions (conflicts, synergies, complementarities).
* Need for any studies or any gaps to be addressed to improve readiness of the project.

2. OBJECTIVES, OUTCOMES, IMPACT (TWO PAGES MAX)

* Provide a summary of the specific project components, objectives, outcomes and impact including indicators (baselines and targets to be specified in this section or in the logframe), see section 09.1 for further guidance on the logframe.
* Here, it would be relevant to address any attribution gaps or problems with past, ongoing, or future projects and interventions.
* Main risks, assumptions or limitations to the effectiveness, efficiency, sustainability to be summarized here and elaborated in the logframe.
* Provide a summary of the theory of change for the project. What will the proposed changes look like?

3. STAKEHOLDERS/ PARTNERS (HALF A PAGE MAX)

* Please describe national and regional institutions involved and their role and responsibilities.
* Has there been any preliminary engagement with these stakeholders?
* Provide more information on the beneficiaries (direct and indirect) including, Stakeholder Engagement Plans (SEPs), Community Engagement Plans (CEPs), gender, youth, IPLCs, where relevant.
* A letter of endorsement from the relevant government authority should be attached as an Annex. The letter should confirm the following: priority and relevance of the project; of the budget including financial implications (where applicable, include government contributions, exemption of taxes and duties)

4. PROJECT MANAGEMENT AND IMPLEMENTATION MODALITY (ONE PAGE)

* Explain if you will form a consortium. If so, who will be the lead entity, briefly describe the different roles and contributions of each party. Please explain the roles of the staff members to be involved in project conceptualization and implementation.
* Describe how much staff will be at the project site and involved in the efficient management of the project.
* Will you hire new staff to implement the project; if so, for what positions?
* Provide a summary on phasing and duration of the Project, Procurement, Financial management requirements.

5. POTENTIAL RISKS (ONE PAGE PAGE)

What are the major risks to the project’s success? How likely are these to occur, and what consequences would they have? What measures are you taking to manage these risks and mitigate their impact?

Please highlight any potential, implementation risks, operational risks (after completion mainly for sustainability), political risks and Environmental & Social risks. Such risks will be rated according to likelihood, severity and potential for mitigation.

Please complete the Environmental and Social Risk checklist provided. Applicants are required to indicate who, in the project team will be responsible to ensure compliance with environmental and social standards during project conceptualization, implementation and monitoring.

6. SUSTAINABILITY (HALF A PAGE)

* Is the Project likely to be sustainable without further external support?
* If yes, what are the enabling factors for that?
* If not, what is the sustainability plan?
* Are project measures profitable / providing returns?
* Do project measures require follow up budgets for maintenance, operation, repair, replacement?

7. COSTS AND FINANCING (ANNEX)

Please provide a cost estimate of the different outputs and the resources allocated to proposed project activities in the budget template provided.

The budget must clearly show overall costs including information on capital expenditure, operational expenditure, major components costs, unit costs and management / transaction costs, sources of co-financing, own contributions, in kind contributions, tax exemptions, financial management and auditing, any other issues including prefinancing.

8. MAIN TASKS TO DEVELOP FULL PROJECT PROPOSAL (1 PAGE)

What do you foresee as the main tasks and challenges to elaborate a full project proposal?

Here, applicants are required to answer the following questions:

* 1. What are the main information gaps?
	2. Main gaps for feasibility and readiness?
	3. How and when should they be closed?
	4. What can the applicant do without external support?
	5. If external support is required, how should this be done? Who will lead and implement? Where relevant, provide draft ToRs for selection of consultants, details on contracting and supervision.

9. ANNEXES

The following Annexes represent an essential part of the application process. Several of the tables provide evaluators with key information about the project at a glance. It is acknowledged that some of the information requested might not yet be fully available at concept note stage. Yet, it will allow evaluators to gauge at which planning stage the project is, and what information gaps have to be filled in the process of developing a full proposal.

The list of mandatory annexes to be provided: Logframe and TOC; E7S Checklist table; Budget; Map(s) and strategic Plans/Framework documents; Applicants information; CVs of project staff – (technical & administrative), your organization’s certificate of registration or bylaws, confirmation letters from partners .

* 1. Draft Project Logframe

Please provide a draft Project logframe (Annex) illustrating key goals, outputs, and outcomes of the project and the indicators of the SADC TFCA FF Programme logframe the project will be contributing to. The SADC TFCA FF Programme logframe is provided in the Call package.

* + - To the extent possible the logframe must include “SMART” indicators:
			* **Specific**: should be a single factual statement, precisely formulated and one-dimensional.
			* **Measurable**: should have baseline and target indicators; change should be expressed through absolute numbers or percentages; the effort-to-control indicator should correspond to its relevance and the total project volume.
			* **Achievable**: the changes captured by the indicator can be achieved and require reasonable resources.
			* **Relevant**: should measure the central dimension of the project objective/result.
			* **Time-bound**: a specific point in time for achieving the target should be indicated (usually end of project duration).
		- Please highlight which SADC TFCA FF indicators the project will be contributing to. Only projects that clearly contribute to SADC TFCA FF Programme logframe will be considered.
		- Where data is available, please provide baselines for identified indicators.
		- Please number indicators in a manner that allows evaluators to understand the relevant outputs and activities for each outcome indicator in accordance with the template provided below:
	1. **Applicant Information (Please add as an annex)**

Information on individual organisations (maximum 2 pages per organisation).

Please fill in the following tables for the lead organization as well as for each organization participating in a consortium (if applicable).

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| **APPLICANT INFORMATION**  |
| **Name of organization** |  |
| **Total number of staff in the organization** | *Total staff number (% staff in non-Official Development Assistance countries; % staff in Official Development Assistance countries; % of administrative staff).* |
| **Number and location of offices in the project country (ies)** | *Include distance to project sites.* |
| **Start of operations in the proposed country (ies)** |  |
| **Staff number in the proposed country (ies) (national/international)** |  |
| **Annual budget in EUR for each of the last three years** | *Total budget and % of budget implemented in the project region for each of the last three years.* |
| **Contact person** | *Name and email* |
| **Website Address** |  |

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| **KEY EXPERIENCES** ***Indicate name, duration, donor, country, budget (in million EUR) and activities relevant for the proposed project.*** |
| **Project 1** |  |
| **Project 2** |  |
| **Project 3** |  |
| **Project 4** |  |
| **Project 5** |  |

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| --- | --- | --- | --- | --- |
| **NAME OF STAFF** | **YEARS OF RELEVANT EXPERIENCES** | **YEARS WITH THE ORGANISATION** | **LOCATION WHERE BASED** | **% OF TIME WORKING ON THE PROJECT** |
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Place and date:

By:

*Signature of authorized Grantee Signatory*

Name of Signatory: Function of Signatory: