## CONCEPT NOTE

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| 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 Project Partnership 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 Project.  Prospective or existing partners may submit a Concept Note to propose an initiative or as a response to a Call for Expression of Interest issued by UNHCR. A sample template for a Concept Note is below. | | | |
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| **CONCEPT NOTE**  (Maximum 3 Pages. 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 the Organization:** |  | | |
| **Contact Information and Address:** |  | | |
| **Project Location:** |  | | |
| **Submitted to UNHCR Office:** |  | | |
| **Project Goal and Envisioned Outcomes:** | | | |
| Brief description of the how the proposed project will achieve its expected outcome, including new initiatives if applicable | | | |
| **Background and Rationale:** | | | |
| Please describe the unique advantage your organization brings to the project for achieving the desired outcome for the persons of concern. | | | |
| **Methodology and approach** | | | |
| Brief description of the activities, methodology and approach to be used for the project to address the need and achieve the desired outcome for the persons of concern. Describe how the methodology and approach links/complements UNHCR’s objectives for the persons of concern, including a description of how your organization would monitor project progress. Indicate whether any other partner(s) or contractor(s) will be used in the delivery of the project activities. | | | |
| **Resources** | | | |
| Brief description of how the required resources would be mobilized and the estimated total cost of the project, including total funding to be requested from UNHCR, the organization’s contribution (financial and/or in‐kind) as well as any contributions by other donors. Please provide number of projects and resources currently managed.  Total Estimated Funding to be requested from UNHCR:  % for Programme Cost:  % of Administrative Cost (including HQ Overhead if applicable): | | | |
| **Technical Capacities** | | | |
| Brief description of the distinctive technical capacity and strengths, including past experiences, to deliver the desired outcome of this project. Brief description of areas of improvement for which the organization may require support. | | | |
| **Expectations** | | | |
| Brief description of the partner’s expectations of UNHCR for the successful implementation of this project. | | | |
| **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:** |  |
| **Date:** |  |

**PARTNER DECLARATION**

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| The purpose of this declaration is to determine whether the prospective partner is committed to UNHCR’s core values and its commitment to persons of concern. | | |
| **Name of the Organization** |  | |
| By answering yes, the organization confirms that it is not sanctioned by the UN Security Council Committee on Sanctions pursuant to resolutions 751 (1992), 1267 (1999), 1907 (2009) 1989 (2011) or any other resolutions, and that the organization has not supported and does not support, directly or indirectly, individuals and entities associated with those sanctioned by the Committee or any person involved any other manner that is prohibited by a resolution of the United Nations Security Council adopted under Chapter VII of the Charter of the United Nations. <http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml> | | **Yes**  **No** |
| By answering yes, the organization confirms that it is has not been charged with or been complicit in corrupt activities, including crimes against humanity and war crimes, and is not involved, nor has been involved in the past, with such activities that would render the organization unsuitable for dealing with UNHCR or working with persons of concern. | | **Yes**  **No** |
| By answering yes, the organization commits that it will not discriminate against any persons of concern, regardless of their race, religion, nationality, political opinion, gender or social group. | | **Yes**  **No** |
| By answering yes, the organization commits to abide by the *Principles of Partnership as* endorsed by the Global Humanitarian Platform (GHP) in July 2007. The *Principles of Partnership* are:   1. *Equality.* Equality requires mutual respect between members of the partnership irrespective of size and power. The participants must respect each other’s mandate, obligations and independence and recognize each other’s constraints and commitments. Mutual respect must not preclude organizations from engaging in constructive dissent. 2. *Transparency.* Transparency is achieved through dialogue (on equal footing), with an emphasis on early consultations and early sharing of information. Communications and transparency, including financial transparency, increase the level of trust amount organizations. 3. *Result‐orientated approach.* Effective humanitarian action must be reality‐based and action orientated. This requires result‐ orientated coordination based on effective capabilities and concrete operational capacities. 4. *Responsibility.* Humanitarian organizations have an ethical obligation to each other to accomplish their tasks responsibly, with integrity and in a relevant and appropriate way. They must make sure they commit to activities only when they have the means, competencies, skills and capacity to deliver on their commitments. Decisive and robust prevention of abuses committed by humanitarians must also be a constant effort. 5. *Complementarity.* The diversity of the humanitarian community is an asset if we build on our comparative advantages and complement each other’s contributions. Local capacity is one of the main assets to enhance and on which to build. Whenever possible, humanitarian organizations should strive to make it an integral part in emergency response. Language and cultural barriers must be overcome. | | **Yes**  **No** |
| By answering yes, the organization confirms that it is willing to comply with all clauses of the UNHCR Project Partnership Agreement when implementing UNHCR‐funded Projects. | | **Yes**  **No** |

I declare, as an official representative of the above‐named organization, that the information provided in these declarations and expression of interest is complete and accurate, and I understand that it is subject to UNHCR verification.

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| Signature: |  |
| Name/title of the duly authorized partner representative: |  |
| Date: |  |