Concept paper

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| --- | --- |
| ***Project title*** | xxx |
| ***Project summary*** | xxx |
| ***General aim*** | xxx |
| ***Specific aims*** | * xxx * xxx |
| ***Main fields of action (WASH, health, protection, etc.)*** | xxx |
| ***Duration*** | From MM/YY to MM/YY  Number of months: xxx |
| ***Geographical zones of action (Region, department, city, sites, etc.)*** | xxx |
| ***Number of beneficiaries (direct and indirect)*** | xxx |
| ***Total project amount (in the case of co-financing, list donors/amounts)*** | xxx |
| ***Financing requested from CDCS*** | xxx |
| ***Implementation partner(s)*** | xxx |
| ***Headquarters contact*** | xxx |
| ***Country contact*** | xxx |
| ***Name and expiry date of screening software*** | xxx |

# GENERAL INFORMATION

## Exact project title (including geographical zones and fields of action) and translation into French where applicable

## Duration and dates of project

## Context

## Region(s) of action and detailed map showing the targeted zone and sites within the country

## Experience/record of the NGO in the zone (and, where applicable, synergies with the NGO’s other ongoing projects)

## Procedure for registering NGOs in the country; status of the NGO

## Project’s fields of action (health, WASH, education, etc.) and experience of the NGO in these fields

## Consideration for cross-cutting issues such as gender, disabilities and the environment in the organization

# DESCRIPTION OF ACTIVITIES

## Needs assessments (exploratory research, type and dates of assessments, tools/methods used, needs identified and analysis of these needs)

## Response strategy (explanation of the proposed strategy to address the needs identified)

## Identification of beneficiaries: type and number, disaggregated by gender and age of direct and indirect beneficiaries, methodology and criteria used for selection of beneficiaries (specific details required if the project prioritizes a group of beneficiaries or a type of vulnerability)

## General aim and specific aims

## Specific description of activities

1. Description of activities and related activities, results and quantified SMART indicators (in line with the logical framework provided in the annex)

## Inclusion of cross-cutting issues (gender, disabilities, climate) in the activities

* + *If the project does not include any* ***activity*** *specifically dedicated to* ***gender****, please provide information justifying this decision*
  + *If the project does not include any* ***activity*** *specifically dedicated to* ***disabilities****, please provide information justifying this decision*
  + *If the project does not include any* ***activity*** *specifically dedicated to consideration for the* ***climate/environment****, please provide information justifying this decision*

1. In the event of monetary transfer activities, terms of transfer and monitoring (cash, coupons or in-kind transfers)

## Collaboration with a local partner: name of local partners, history of the partnership, distribution of the sums allocated and activities among partners, and the type of collaboration, including a description of the capacity-building put in place and the added value of the partnership

* + *If the project does not propose any* ***local partner*** *for implementation, please provide information justifying this decision*

## Project exit strategy

# CONSIDERATION OF THE HUMANITARIAN ENVIRONMENT

## Analysis of risks (operational, security, financial, embezzlement, instrumentalization, etc.) and measures taken to identify, manage and mitigate them (such as the creation of a whistleblowing mechanism for beneficiaries).

## Analysis of the climate and environmental risks of the project and mitigation measures proposed. Analysis of the climate and environmental risks of the project and mitigation measures proposed.

## Indication of the name, dates of validity and lists of sanctions covered by the NGO’s screening software for the entire period of the project, including potential amendments (requirements are indicated in Annex 7 of the convention).

## Linkage and coordination of the NGO and the project with other humanitarian actors (NGOs and agencies) in the zone and/or carrying out similar interventions (participation in a consortium, clusters or coordination meetings), with the humanitarian response plan and the various response mechanisms.

## Any links with local authorities (and armed groups, if applicable) and, if relevant, national authorities (relevant ministries, coordination bodies, etc.) and their initiatives (emergency or development plans, etc.).

## Links with community or religious leaders or other non-state authorities that are influential in the zone.

# PROJECT MONITORING AND EVALUATION

## Human and material resources for project implementation

## Measures to monitor project implementation (type of project management, whether it is remote or direct, etc.).

## Beneficiary participation and accountability: measures to include beneficiaries’ participation and maximize accountability to them.

## Evaluation of the project’s impact, sustainability and efficiency of outcomes

# COMMUNICATION

## **Communication plan** indicating how the Crisis and Support Centre will be mentioned and the tools used (poster campaign in the field, media coverage, communication with institutional donors, displays on social media, discussions with beneficiaries, etc.)

***If a request for a non-objection opinion (ANO) is submitted for a potential reduction in communication actions****, this must be sent to the Crisis and Support Centre when the project is being examined, and duly justified. The Crisis and Support Centre must be able to, at the very least, publicize the type of assistance provided and the country/region of implementation for every project it finances.*

# Annexes

## LOGICAL FRAMEWORK: Provide detailed logical framework (with quantified indicators) in annex

## IMPLEMENTATION SCHEDULE: provide in annex

## BUDGET: Detailed budget in Excel CDCS format (printable version for paper processing)