

Irish Aid – Civil Society Facility

CONCEPT NOTE

Applicants for the Civil Society Facility of Irish Aid are requested to prepare a concept note prior to the full application to introduce the objectives and activities of the proposed project. Irish Aid will assess shortlist proposals based on their alignment with Irish Aid's objectives and priorities, the capacity of the organization to achieve results and the available budget and timeframe. Full technical proposals shall be submitted by invitation only.

A concept note of no longer than three pages will serve as a basis for discussion with Irish Aid, and should answer the following questions:

1. Why is the proposed intervention important and relevant?

- a brief problem statement
- brief description and analysis of what has been done in the proposed area by other actors
- what gaps have been identified and how does the proposal address those gaps?

2. What will the project try to accomplish? (objectives)

- please lay out objectives, expected results, and indicators of success

3. How will the objectives be achieved?

- description of proposed activities
- tentative time-table for execution
- resources – human resources, networks, knowledge
- partnerships – who will the organization work with in achieving results

4. Informing policy

- what is the applicant's strategy for informing policy in Vietnam through this proposal
- who is the audience for the project's conclusions?

5. Comparative advantage

- what experience are you drawing on to implement this proposal? What similar work has the applicant carried out in the past?
- what are the special characteristics of the applicant organization? What added value does it bring to the development challenges addressed in the proposal

6. What is the preliminary budget?

- for multi-year project, please indicate budget for each year
- please also indicate if you are cost-sharing in some way from your own or other funding sources

7. Have you ever submitted this project idea to any other funders? If yes, who are they? And please advise on the status.

