



EU TECHNICAL ASSISTANCE
TO CIVIL SOCIETY ORGANISATIONS
IN THE WESTERN BALKANS AND TURKEY



DEVELOPMENT OF A CONCEPT NOTE

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PURPOSE OF THE WEBINAR

- To support the interested CSOs in the application process and Concept Note development for the Call **IPA Civil Society Facility and Media Programme 2018 – 2019 for Kosovo - Civil society resource centre phase II & Support to innovative projects in the area of social protection**. Publication reference: EuropeAid/168894/DD/ACT/XK
- To provide information and share experience on Concept Note development to other CSOs and interested public.



PROGRAMME OF THE WEBINAR

- **Introduction**
- **Place of the Concept Note in the EU Grant Application procedure**
 - Basic info about the Call
 - How to apply at CN stage
 - Novelty in approach: theory of change, focus on results and outcomes
 - Human rights-based approach and gender mainstreaming
- **How to develop an effective Concept Note**
 - Role and structure of the CN format
 - Main questions to be answered/information provided
 - Main failures in providing information in relation to the CN format and evaluation criteria
- **Q&As**



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Place of the Concept Note in the EU Grant Application procedure



Delivering Sustainable Solutions



LDK
CONSULTANTS

BASIC INFO ABOUT THE CALL

- **Call** is published at the following link:
<https://webgate.ec.europa.eu/europa-id/online-services/index.cfm?do=publi.welcome>
- Deadline for the submission of the Concept Notes (CNs) is **8 June 2020** (first stage of application process).
- Overall amount available is **1,4 MEUR** (3 projects)
- Duration of projects: **36 – 42 months**
- **Eligible applicants:** CSOs registered in Kosovo for at least 2 years and with background in the target sector of the application.
- **Two objectives=two lots:**
 - **Lot 1** Civil society resource centre – phase II
 - **Lot 2** – Support to the innovative projects in the area of social protection

✓ **CONSULT GUIDELINES FOR APPLICANTS FOR THE DETAILS OF THE CALL!**

LOT 1: CIVIL SOCIETY RESOURCE CENTRE – PHASE II

- Continuation of the previous **RC role**.
- **Capacity building** of the CSOs based on the identified needs.
- Enhancing **cooperation** between the CSOs and with institutions and other relevant stakeholders.
- Promotion of **volunteering initiatives** through grant mechanism (100,000 EUR for the grants of value of max 5,000 EUR per grant).
- Support and close cooperation with **TACSO**.
- **EUR 500,000** available.





LOT 2: INNOVATIVE PROJECTS IN SOCIAL PROTECTION



- Provision of support to the **most vulnerable groups**.
- **Support and assistance services of different nature** (e.g. medical, psychological, educational, protection and rehabilitation etc.).
- Coordination with **Centres for Social Work** and other relevant services in **targeted municipalities**.
- **Innovative aspects!**
- **Public universities** eligible as co-applicants for part of scientific work (research, innovation).
- **EUR 900,000** available.



HOW TO APPLY AT CN STAGE: PADOR AND PROSPECT

PADOR	PROSPECT
Provide information about the organisations involved in the action.	Provide information about the action in the documents listed under sections 2.2.2 (concept note) and 2.2.5 (full application).
Registration of this data in PADOR is obligatory: <ul style="list-style-type: none"> • Concept note step: lead applicants • Full application step: co-applicant(s) and affiliated entity(ies). 	Online submission of the concept note and full application via PROSPECT is obligatory.
Lead applicants must make sure that their PADOR profile is up to date. Do not wait until the last moment for the data update!	Do not wait until the last moment for the on-line submission!
More information at: http://ec.europa.eu/europeaid/pador_en and IT helpdesk at EuropeAid-IT-support@ec.europa.eu	More information at: https://ec.europa.eu/europeaid/user-manual-prospect_en and IT helpdesk at EuropeAid-IT-support@ec.europa.eu



CONCEPT NOTE PROCESS

APPLICATION PROCESS

- ✓ **Obligatory form in English: Annex A1. Grant Application Form**
- ✓ **No additional annexes should be sent.**
- ✓ **Includes only estimate of the requested EU contribution as well as an indicative percentage of that contribution in relation to the eligible costs of the action.**
- ✓ **The elements outlined in the concept note may not be modified in the full application.**
- ✓ **Deadline: 8 June 2020 at 12:00 CET**

EVALUATION PROCESS

- **Opening and administrative checks:**
 - Respect of deadline, form, language, all questions responded, eligibility of action, requested amount etc.
 - Check list in Section 2 of Part A of the grant application form.
- **CN Evaluation**
 - Relevance and Design of the Action
 - Evaluation grid for Concept Note available in the GfA.
 - Max 50 scores per a CN and a minimum of 30 scores to be considered for pre-selection.
 - List of the best scored based on aggregate amount of requested contributions which is equal to 200% of the available budget for this Call/Lot.
 - The pre-selected lead applicants will subsequently be invited to submit full applications.



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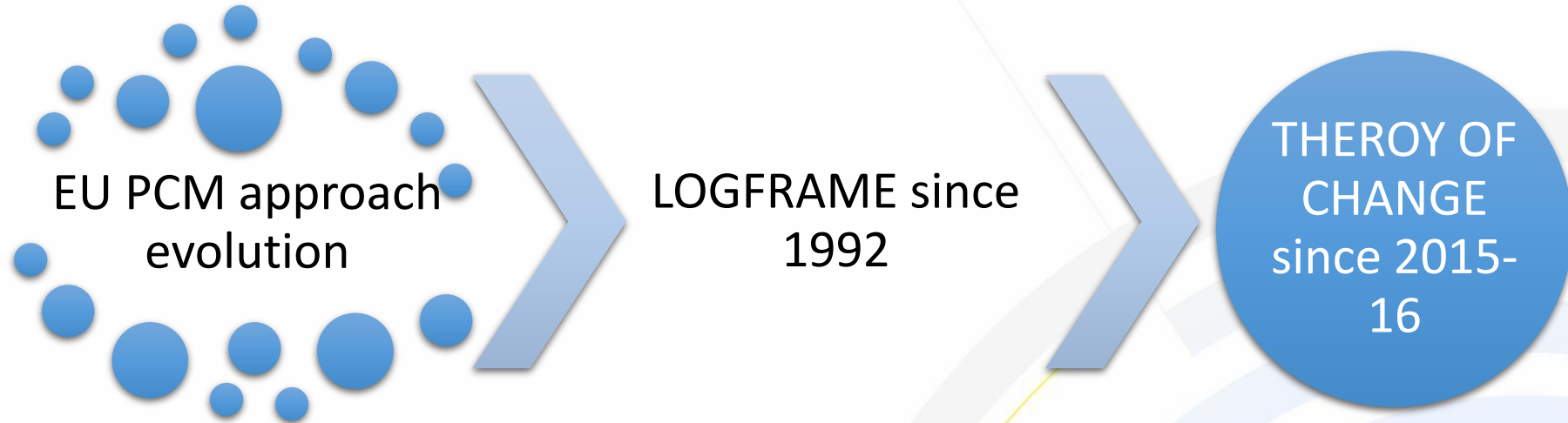


Novelty in approach: Theory of Change





NOVELTY IN APPROACH – THEORY OF CHANGE



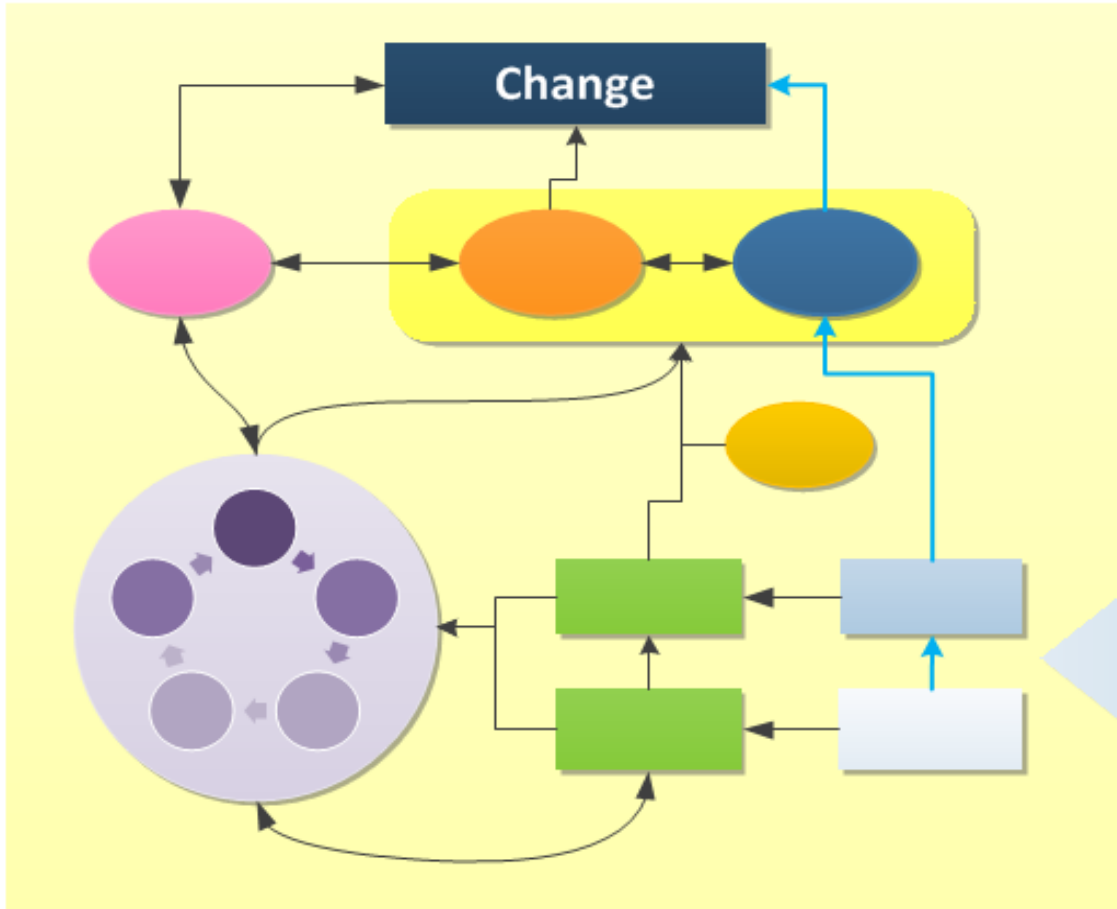
LOG-FRAME vs. THEORY OF CHANGE

- ❑ **Tool** for planning & monitoring projects
- ❑ Focused on project (logic) of intervention (**zooming in on a specific pathway**)
- ❑ Focus on the **logical steps and the details of the intervention**
- ❑ **Linear**
- ❑ Shown in a **diagram** (matrix, log-frame)
- ❖ **Tool** for planning & monitoring projects
- ❖ Incl. **big picture/context & different pathways**
- ❖ Focus on **change**
- ❖ Circular/incl. **feedback loops**
- ❖ Shown in a **diagram** (triangle, boxes, log-frame, etc.)



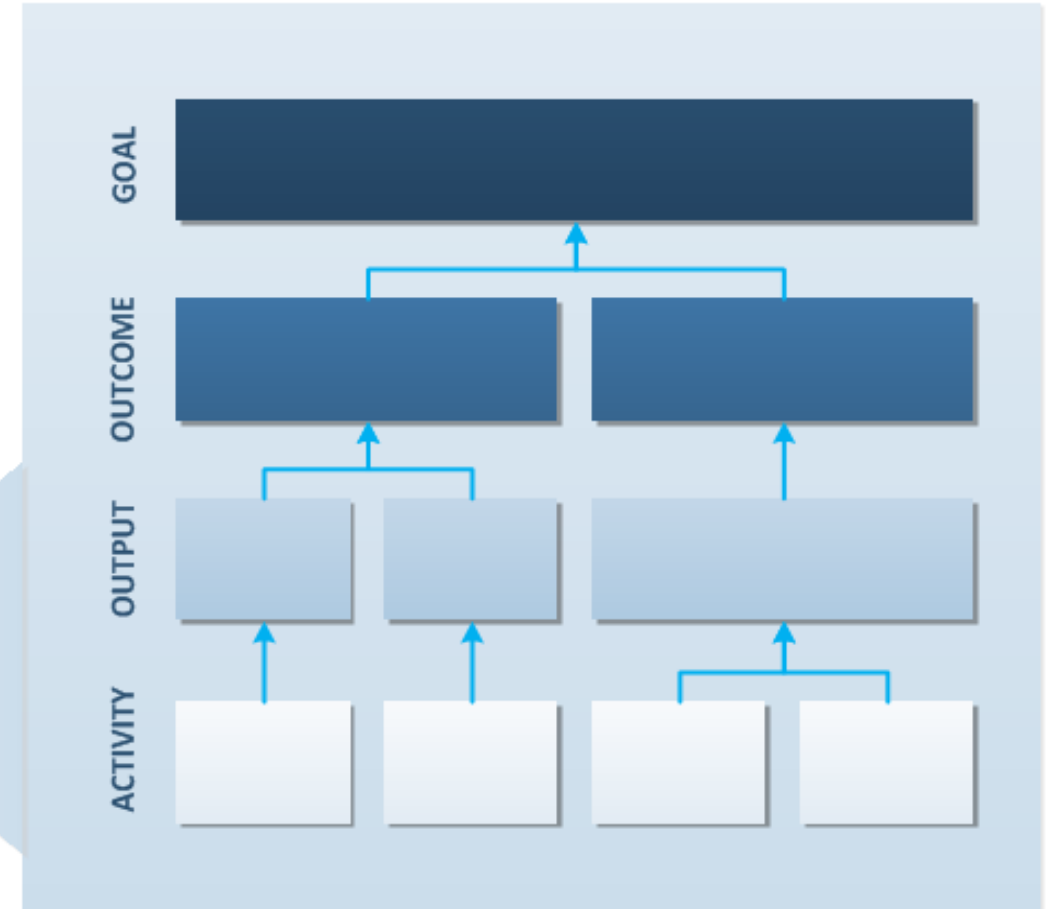
Theory of Change

Shows the big picture with all possible pathways – messy and complex



Logical Framework

Shows just the pathway that your program deals with – neat and tidy



THE UPDATED EU LOG-FRAME

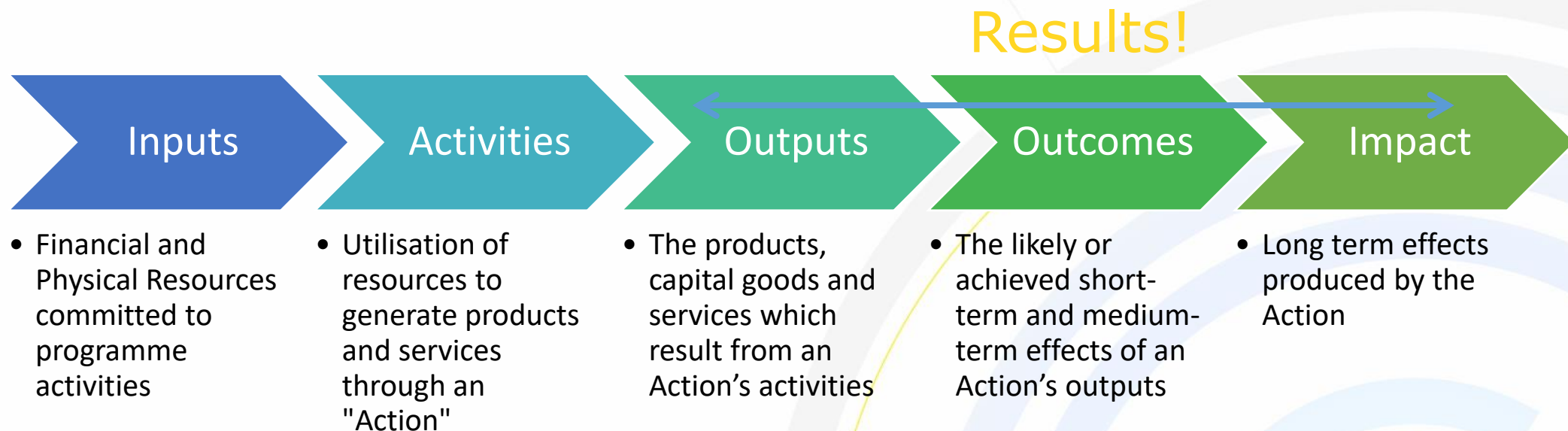
- LFA approach moved towards the focus on change
→ **incl. Theory of change**
- Reflected in the terminology and meaning of the Log-Frame:
 - Logic of intervention → Result chain
 - Overall objectives → Impact
 - Specific objectives → Outcomes
 - Outputs → Results
 - Activities → Activities

THE UPDATED EU LOG-FRAME

- **Indicators** are updated with 3 additional columns to elaborate indicators into a monitoring framework to be used during the project implementation:
 - **Baseline** (concrete indicator value at the starting of measuring, can also be current value);
 - **Current value** (concrete indicator value at the start of the project implementation);
 - **Target** (concrete indicator value to be achieved at the project end and also a level of expected output, outcome, impact).

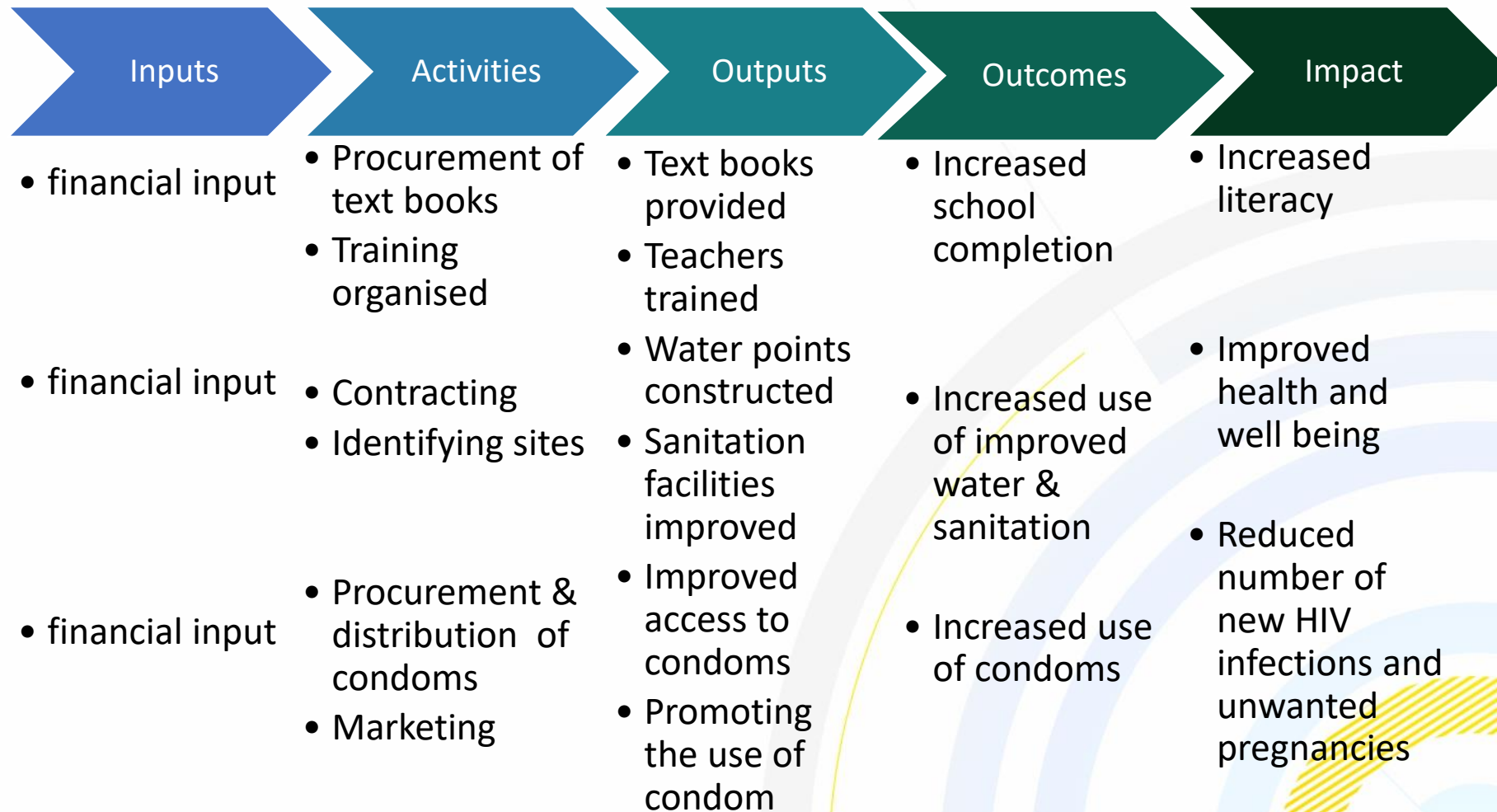
RESULTS CHAIN (used in EU Log-frame)

A simple diagram to show how a project will trigger different levels of change from activities to impact.





EXAMPLE OF RESULT CHAIN (used in EU Log-Frame)





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Rights-Based approach (RBA) and Gender mainstreaming





Rights-Based Approach

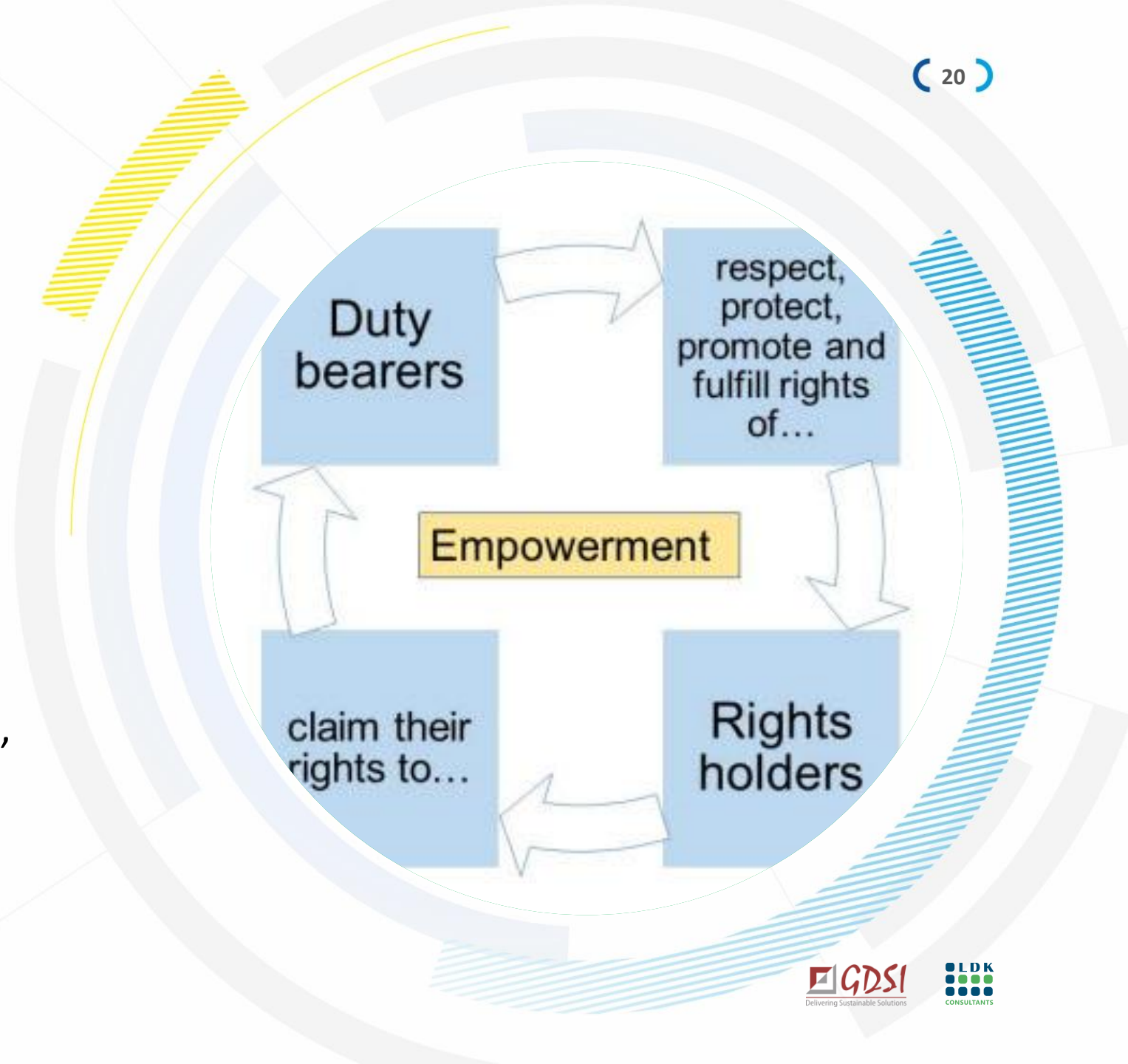
- Considers the human rights principles and standards both as a means and a goal of development cooperation.
- It changes the analytical approach and integrates the achievement and fulfilment of human rights into the design, implementation, monitoring and evaluation of all development policies and programmes.
- RBA toolbox available at:
https://ec.europa.eu/international-partnerships/topics/human-rights_en



RBA objectives:

Do Not Harm – projects should not cause unacceptable harm and human rights violations.

Do Maximum Good - positive impact in terms of human rights such as strengthening capacity to implement development strategies, empowerment and education on human rights, fostering participation, supporting state institutions in their capacity as supervisors and regulators, strengthening accountability and control mechanisms and tackling corruption.





RBA GUIDING WORKING PRINCIPLES



- 1. Legality, universality and indivisibility of Human Rights***
- 2. Participation and access to the decision-making process***
- 3. Non-discrimination and equal access***
- 4. Accountability and access to the rule of law***
- 5. Transparency and access to information***



CROSS-CUTTING ELEMENTS OF PROPOSALS

- Proposals should whenever relevant include **gender equality, environmental issues, needs of persons with disabilities, rights of minorities, or innovation and the best practices.**
- Furthermore, a joint approach of CSOs and a **strong partnership with local stakeholders** including a link up with national human rights and judicial institutions as well as international organisations is encouraged.
- These **added value elements** should be reflected both in the concept note and in the full application.





GENDER MAINSTREAMING

- **Gender equality** is an integral part of the RBA, encompassing the promotion, protection and fulfilment of all human rights.
- Each selected proposal will have to report against relevant "SMART" sex-disaggregated indicators mentioned in the mandatory **EU Gender Action Plan 2016-2020**.
- https://ec.europa.eu/anti-trafficking/eu-policy/joint-staff-working-document-gender-equality-and-womens-empowerment-transforming-lives_en

Transforming the lives of GIRLS and WOMEN through EU External Relations 2016-20

EU OBJECTIVES:



Girls and women live free from all forms of violence and discrimination.



Girls and women participate as equals in the economic life and have access to all economic resources and social services.



Girls and women participate equally in decision-making at all levels.



Commission services and EEAS deliver more effectively on EU commitments towards gender equality and women's empowerment through external relations.





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How to develop an effective Concept Note





CONCEPT NOTE
*„So little
quantity of text
for a such great
importance!”*





THE CONCEPT NOTE STORY

- When developing CN we have to ask ourselves at the first instance **two main questions**:
 - What is the change we want to see as the result of our work?
 - Why?





TECHNICAL REQUIREMENTS

- ✓ Closely follow the template.
- ✓ Must be in **English**.
- ✓ Do not exceed **5 full pages (A4 size)** of **Arial 10** characters with **2 cm margins, single line spacing**.
- ✓ Sign the **Declaration by the applicant** for the Concept Note (part of the CN template).





CONCEPT NOTE ELEMENTS

1.1. Summary
of the action

1.2. Description
of the action

1.3. Relevance
of the action

1.4. Lead
applicant

1.5. Project
details

1.1. Summary of the action

- Table without a size limit.
- Requiring provision of key information on:
 - Overall (i.e. Impact) and specific **objectives** (i.e. Outcome(s) of the action
 - **Target group(s)** – direct benefit from the action
 - **Final beneficiaries** – long term benefit
 - Estimated **outputs**
 - Main **activities**
- Fill this section once you are done with defining relevance and design of the action.
- Be clear, concise and consistent with the rest of the document.

1.2. Description of the action – max 2 pages

- I. **Background** to the preparation of the action (studies, analysis, challenges)
- II. **Objectives** – explain those presented in 1.1. Summary
- III. **Key stakeholders** – involvement in the preparation and implementation
- IV. **Activities** – types, groups, clusters, linkages between them
- V. **Mainstreaming of the cross-cutting issues** – reminder on instructions from the GfA. Also check the list of documents from CN instructions (pg. 9).

1.2. Description of the action – max 2 pages

- The key challenge in this section is to present the **overall idea** and how it is planned to be implemented. **(max 10 points in evaluation)**
- However, you also have to provide information on the **background and preparation**. **(max 10 points in evaluation)**
- **Avoid repeating** the information that is already presented, i.e. objectives. Provide short information on their importance, your vision of the desired change etc.
- **Do not just list activities**. Provide information on their importance and relations/linkages. Group them to save space. **(max 5 points in evaluation)**
- **Be specific with presentation of cross-cutting issues**. Do not assume that that your mission of particular CSO is enough to just confirm you will consider them. **Describe specific actions you are going to take. (max 5 points in evaluation)**

1.3. Relevance of the action (max 3 pages)

1.3.1. Relevance to the objectives/sectors/themes/specific priorities of the call

- The key word in the instructions is **DESCRIBE!**
- Do not copy/paste objectives and priorities. Provide justification, description of importance and a connection.
- Describe how you are contributing to the objectives and priorities instead of just confirming that you are in line with the priorities of the Call.
- Do not assume but rather think how to provide the perspective of your idea to the person which is not part of your team.
- One up to two paragraphs of the text should be enough.
- **Max 5 points in evaluation.**

1.3. Relevance of the action (max 3 pages)

1.3.2. Relevance to the particular needs and constraints of the target country/countries, region(s) and/or relevant sectors (including synergy with other development initiatives and avoidance of duplication)

- In this section you represent your knowledge on the issues you are planning to address!
- Respond on all points from instructions.
- Do not just list documents or data without justification how is this relevant to your project idea.
- Mark key points in the text since this section will consume majority of the space under Relevance section (in average up to 1,5 pages).
- Synergy with other initiatives is usually not written and therefore reflects directly on the overall lower score in this section.
- **Max 5 points in evaluation.**

1.3. Relevance of the action (max 3 pages)

1.3.3. Describe and define the target groups and final beneficiaries, their needs and constraints, and state how the action will address these needs

- **Whom, why and how** are the key questions you need to have clear response in order to provide a good quality information in this section.
- **Social protection projects need to be very precise in defining their target groups** in order to reach them and prove specific needs, position, vulnerability etc.
- **Balance in quantity!** Do not promise significant numbers you can't reach later on.
- Present a relation of the **target group – their needs – and project response/support** including **participatory process** of the TG and the FB (i.e. this is **RBA principle**).
- Do not forget to present final beneficiaries.
- Be creative in using space, i.e. use the table presentation etc.
- **Max 5 points in evaluation.**

1.3. Relevance of the action (max 3 pages)

1.3.4. Particular added value elements

- Indicate any specific added value elements of the action, e.g. the promotion or consolidation of public-private partnerships, innovation and the best practice.
- This is an important section very often neglected and responses are presented in hardly two sentences.
- Consult section 1.2. from the GfA.
- Innovation, partnership, RBA are often points from the GfA.
- **Max 5 points in evaluation.**

1.4. Lead applicant (co-applicants and affiliated entities, if any)

- Need to present basic information and contact details.
- Follow the questions.
- No size limit.

1.5. Project details

- Basic information (no size limit) about the project including:
 - Title of the action
 - Lot number
 - Location of the action
 - Total duration of the action (months)
 - Requested EU contribution (amount)
 - Requested EU contribution as a percentage of the total eligible costs of the action



IF YOU DON'T
ASK, HOW YOU
WILL KNOW?