CONTRACTING AUTHORITY

 E-GOVERNANCE ACADEMY

KNOWCYBER GRANTS FOR THE WESTERN BALKANS CIVIL SOCIETY ORGANISATIONS

**ANNEX A.1.1 - INSTRUCTIONS FOR DRAFTING THE CONCEPT NOTE**

# INSTRUCTIONS FOR DRAFTING THE CONCEPT NOTE

The grant applicant must ensure that the concept note:

* includes a cover page of the concept note;
* includes the table of the summary of the action (without any limitation of size);
* includes the description of the action (not exceeding 1000 words) and the relevance of the action (not exceeding 800 words), the format for both documents being A4 size with 2 cm margins, Arial 10 font characters and single line spacing;
* provides the information requested under the headings below, in the order requested, and in proportion to its relative importance (see the relevant scores in the evaluation grid in the guidelines for applicants);
* provides full information (as the evaluation will be based solely on the information provided);
* is drafted as clearly as possible to facilitate the evaluation process.

## SUMMARY OF THE ACTION

* Fill in the table with the required information

## DESCRIPTION OF THE ACTION *(max 1000 words)*

* Describe the background to the preparation of the action, in particular on the sector/country/regional context (including key challenges). Mention any specific analysis/study carried out to inform the design (context analysis).
* Explain the objectives of the action described in the table in Section 1.
* Describe the key stakeholder groups, their attitudes towards the action and any consultations held.
* Briefly outline and describe expected outputs, outcome(s) and impact as well as underlying the main risks and assumptions towards their achievement.
* Briefly outline the type of activities proposed, including a description of linkages/relationships between activity clusters.
* Outline the broad timeframe of the action and describe any specific factor taken into account.

## RELEVANCE OF THE ACTION *(max 800 words)*

### 3.1. RELEVANCE TO THE OBJECTIVES/SPECIFIC PRIORITIES OF THE CALL FOR PROPOSALS

Please provide **all** the following information:

* Describe the relevance of the action to the objective(s) and priority(ies) of the call for proposals.
* Describe the relevance of the action to any specific subthemes/sectors/areas and any other specific requirements stated in the guidelines for applicants.
* Describe which of the expected results referred to in the guidelines for applicants will be addressed.

### 3.2. RELEVANCE TO THE PARTICULAR NEEDS AND CONSTRAINTS OF THE TARGET COUNTRY AND/OR RELEVANT SECTORS

Please provide **all** the following information:

* State clearly the specific pre-project situation in the target country/countries, region(s) and/or sectors (include quantified data analysis where possible).
* Provide a detailed analysis of the problems to be addressed by the action and how they are interrelated at all levels.
* Refer to any significant plans undertaken at national, regional and/or local level relevant to the action and describe how the action will relate to such plans.

### 3.3 DESCRIBE AND DEFINE THE TARGET GROUPS AND FINAL BENEFICIARIES, THEIR NEEDS AND CONSTRAINTS, AND STATE HOW THE ACTION WILL ADDRESS THESE NEEDS

Please provide **all** the following information:

* Give a description of each of the target groups and final beneficiaries (quantified where possible), including selection criteria.
* Identify the needs and constraints (including capacity constraints) of each of the target groups and final beneficiaries.
* Demonstrate the relevance of the proposal to the needs and constraints of the target groups and final beneficiaries.
* Explain any participatory process ensuring participation by the target groups and final beneficiaries.

### 3.4. PARTICULAR ADDED-VALUE ELEMENTS

Please indicate any specific added-value elements of the action, e.g. the promotion or consolidation of public-private partnerships, innovation and best practice.

### 4. GRANT APPLICANT

Any change in the addresses, phone numbers and e-mail, must be notified in writing to the contracting authority. The contracting authority shall not be held responsible in the event that it cannot contact an applicant.