**Contracting Authority: Africa Europe Foundation**

**Call for Proposals**

**“Establishing an Africa-Europe Research Partnership”**

**Annex 1 – Concept Note Form**

Deadline for submission of concept notes:

**23rd May 2024 (16:00 Brussels, 18:00 Addis Ababa)**

|  |  |
| --- | --- |
| **Title of the proposed research project** |  |

|  |  |
| --- | --- |
| **Name of the lead applicant** |  |
| **Nationality of the lead applicant** |  |

|  |  |
| --- | --- |
| **Name of the co-applicant** |  |
| **Nationality of the co-applicant** |  |

|  |  |
| --- | --- |
| **Dossier No** |  |
| (To be filled by AEF only) |  |

**NOTICE**

**Where you see < ... >, enter the information relevant to the Call for Proposal in question.**

**In no circumstances may you alter any other part of these standard instructions.**

**[If processing your reply to the Call for Proposals involves the recording and processing of personal data (such as names, contact details and CVs), they will be processed solely for the purposes of the management and monitoring of the calls for proposals and of the contract by the data controller].**

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# **Concept Note Form**

You **must follow** the instructions at the end of this document on how to fill in the concept note.

## Summary of the proposed research project

Fill in the table below:

|  |  |
| --- | --- |
| **Thematic focus of the proposed research project (see priorities outlined in Part I, Section 4.4 of guidelines)**  |  |
| **Objectives of the proposed research project, including explicit linkages to the Specific Objectives of the programme (see Part I, Section 4.2 of the guidelines)** |  |
| **Type of activity(ies) included under proposed research project (see Part I, Section 4.6 of guidelines)** |  |
| **List of programme deliverables included under proposed research project (see Part I, Section 4.7 of guidelines)** |  |
| **Expected outputs of the proposed research project** |  |
| **Main activities** |  |

## Description of the proposed research project (max 2 pages) *(cover all the 7 points in the instructions)*

<Insert text here>

## Relevance of the proposed research project (max 2 pages)

**1.3.1 Relevance to the objectives/sectors/themes/specific priorities of the Call for Proposals**

<insert text here>

**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 initiatives and global policy dialogues in the thematic area, and avoidance of duplication)**

<insert text here>

**1.3.3 Describe and define the target groups for the outputs of the proposed research project, their needs and constraints, and state how the project will address these needs**

<insert text here>

**1.3.4 Cross-cutting and added-value elements**

<insert text here>

## Methodology (max 2 pages)

<insert text here>

## Indicative project plan for implementing the proposed research project (max 1 page)

Indicative project plan format (to be adopted as needed):

<insert table here>



## Logical framework

Please fill in **Annex 2** to the guidelines for applicants.

## Budget, amount requested from the Contracting Authority and other expected sources of funding.

Please fill in **Annex 3** to the guidelines for applicants.

## Experience

The below information will be used to assess whether you have sufficient and stable experience of managing and implementing research projects in the same thematic area, sector and of a comparable scale to the one for which a grant is being requested.

Experience in **similar research projects/assignments** **in the past** **3 years** (Maximum 1/2 page per project, maximum 10 projects in total.)

Table to be duplicated for each example to be provided by the lead applicant **and** the co-applicant.

|  |
| --- |
| **Name of the organisation:**  |
| **Lead applicant:**  | **Co-applicant:**  |
|  |
| **Project title:**  | **Sector(s):**  |  |
| **Location of the project:** | **Cost of the project (€)** | **Role: coordinator,co-beneficiary,**  | **Donors to the project (Name)** | **Amount contributed (by donor)** | **Dates (from..to)dd/mm/yyyy** |  |
|   |   |   |   |   |   |  |
|   |   |   |   |   |   |  |
|   |   |   |   |   |   |  |
|   |   |   |   |   |   |  |
| **Objectives and results of the project** |   |  |
|  |
|  |
|  |
|  |

## (Lead applicant, and Co-applicant)

|  |  |
| --- | --- |
| **Lead applicant** |  |
| **Name** of the lead applicant: |  |
| **Nationality**/ Country and date of Registration: |  |
| **Legal status:** | **Profit-Making □ Yes □ No****NGO □ Yes □ No** |

|  |  |
| --- | --- |
| **Lead applicant contact details** **for the purpose of this project:** |  |
| **Postal address of the organisation:** |  |
| **Organisation email address:** |  |
| **Telephone:** (fixed and mobile) Country code + city code + number |  |
| **Fax:**Country code + city code + number |  |
| **Contact person for this action:** |  |
| **Postal address:** |  |
| **Contact person’s email:** |  |

|  |  |
| --- | --- |
| **Co-applicant** |  |
| **Name** of the Co-applicant: |  |
| **Nationality**/ Country and date of Registration: |  |
| **Legal status :** | **Profit-Making □ Yes □ No****NGO □ Yes □ No** |
| **Contact person’s email:** |  |

##  Project details

|  |  |
| --- | --- |
| **Title of the proposed research project:** |  |
| **Location(s) of the project:** | Specify country(ies), region(s), area(s), town(s)that will benefit from the action  |
| **Total duration of the proposed project****(in months):** |  |
| **Requested AEF contribution** **(amount in euro):** |  |
| **Contact person’s email:** |  |

# **DECLARATION BY THE LEAD APPLICANT AND MANDATE FOR CO-APPLICANT**

## Declaration by the lead applicant

**The lead applicant, represented by the undersigned, being the authorised signatory of the lead applicant, and in the context of the present application, representing the Co-applicant in the proposed action, hereby declares that:**

1. The lead applicant has the sources of financing and professional competence and qualifications specified in Part II, Section 1 of the guidelines for applicants;
2. The lead applicant undertakes to comply with the principles of good partnership practice;
3. The lead applicant is directly responsible for the preparation, management and implementation of the action with the Co-applicant(s) and is not acting as an intermediary;
4. The lead applicant is able to provide proof of the consent of the Co-applicant to be included in the present application;
5. If the requested amount is above EUR 15 000: [the lead applicant and, the Co-applicant are not in any of the situations excluding them from participating in contracts which are listed in Section 2.6.10.1. of the practical guide (available from the following Internet address: [https://wikis.ec.europa.eu/display/ExactExternalWiki/2.+Basic+rules](https://wikis.ec.europa.eu/display/ExactExternalWiki/2.%2BBasic%2Brules) ;
6. The lead applicant and the Co-applicant are eligible in accordance with the criteria set out under Part II, Section 1.1 of the guidelines for applicants;

We acknowledge that if we participate in spite of being in any of the situations listed in Section 2.6.10.1 of the practical guide or if the declarations or information provided prove to be false we may be subject to rejection from this procedure and to administrative sanctions in the form of exclusion and financial penalties up to 10 % of the total estimated value of the grant being awarded and that this information may be published on the AEF website in accordance with the Financial Regulation in force. We are aware that, for the purposes of safeguarding the AEF’s financial interests, our personal data may be transferred to internal audit services, to the early detection and exclusion system, to the European Court of Auditors or to the European Anti-Fraud Office.

**Signed on behalf of the lead applicant**

|  |  |
| --- | --- |
| **Name :** |  |
| **Signature :** |  |
| **Position :** |  |
| **Date and place :** |  |

## Mandate for Co-applicant

**Important: This application form must be accompanied by a signed and dated**

**mandate from the Co-applicant, in accordance with the template provided below.**

The Co-applicant authorises the lead applicant <indicate the name of the organisation> to submit on its behalf the present application form and to sign on its behalf the standard grant contract of the AEF (contracting authority), as well as, to be represented by the lead applicant in all matters concerning this grant contract.

I have read and approved the contents of the proposal submitted to the contracting authority. I undertake to comply with the principles of good partnership practice.

|  |  |
| --- | --- |
| **Name:** |  |
| **Organisation:** |  |
| **Position:** |  |
| **Signature:** |  |
| **Date and place:** |  |

**[Please delete the instructions below before submitting your concept note]**

# **INSTRUCTIONS FOR DRAFTING THE CONCEPT NOTE, Section I “Concept Note Form”**

The lead applicant must ensure that the concept note:

* includes Page 1 of this document, filled in and submitted as a cover page of the concept note;
* includes the table of the summary of the project;
* includes the description of the project (not exceeding 2 pages) and the relevance of the project (not exceeding 2 pages), as well as outline of the intended methodology (maximum 2 pages). Apply the format for the documents of 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 proposed research project

Fill in the table.

## Description of the proposed research project: (max 2 pages)

1. Give the background to the preparation of the project, in particular on the proposed thematic focus, and sector/country/regional context (including key challenges). Mention any specific analysis/study carried out to inform the design (context analysis).
2. Explain the objectives of the research project given in the table in Part I, Section 1.1.
3. Describe the key stakeholder groups, their attitudes/interest/windows of opportunity to influence the thematic area and any consultations held.
4. Briefly outline intervention logic underpinning the project, indicating the expected outputs, outcome(s) and impact as well as underlying the main risks and assumptions towards their achievement.
5. Briefly outline the type of activities proposed, including a description of linkages/relationships between them.
6. Explain how the research project will mainstream relevant cross-cutting issues such as promotion of gender equality, good governance, support to youth, environmental sustainability.
7. Outline the broad timeframe of the project and describe any specific factors taken into account.

## Relevance of the proposed research project (max 2 pages)

### **3.3.1 Relevance to the objectives/sectors/themes/specific priorities of the call for proposals**

Please provide **all** the following information:

1. Describe the relevance of the proposed research project to the objective(s) and priority(ies) of this Call for Proposals, including linkages to the priority chapters of the AEF Report 2024.
2. Describe the relevance of the proposed project to any specific subthemes/sectors/thematic areas and any other specific requirements stated in the guidelines for applicants.
3. Describe which of the expected results referred to in the guidelines for applicants will be addressed. Specify which of the AEF collaborative research programme Deliverables, as listed in Part I, Section 4.7 of the guidelines, will be delivered under the proposed research project.

### **3.3.2 Relevance to the particular needs and constraints of the target country/countries, region(s) and/or relevant sectors (including synergy with other initiatives and global policy dialogues in the thematic area, and avoidance of duplication)**

Please provide **all** the following information:

1. State clearly the specific pre-project situation (state of play) in the thematic area and, where relevant, target country/countries, region(s) and/or sectors (include quantified data analysis where possible).
2. Provide a detailed analysis of the problems to be addressed by the proposed research project and how they are interrelated at all levels.
3. Refer to any significant plans undertaken at global, regional, and national, level relevant to the project and describe how it will relate to such plans.
4. Where the proposed project is the continuation of a previous project, clearly indicate how it is intended to build on the activities/results of this previous work/undertaking; refer to the main conclusions and recommendations of any evaluations carried out.
5. Where the proposed project is part of a larger programme, clearly explain how it fits or is coordinated with that programme or any other planned project. Specify the potential synergies with other initiatives.
6. Refer to any experience and networks from which the project could benefit, thanks to the accumulation of shared knowledge as part of a long-term partnership.
7. Explain the complementarity with other initiatives and key regional and global policy dialogues in the thematic area, including political calendar and global policy agenda.

### **3.3.3 Describe and define the target groups for the outputs of the proposed research project, their needs and constraints, and state how the project will address these needs**

Please provide **all** the following information:

1. Give a description of the target groups including your rationale for targeting the group (including political and policy stakeholders, research and academia, the civil society, as well as the final beneficiaries).
2. Identify the needs and constraints (including capacity constraints) of each of the target groups.
3. Demonstrate the relevance of the proposal to the needs and constraints of the target groups.
4. Explain any (participatory or otherwise) process ensuring participation by the target groups.

### **3.3.4 Cross-cutting and added-value elements**

Indicate any specific added-value elements of the action, e.g. the promotion or consolidation of Africa-Europe partnerships, innovation, and best practice.

## Methodology (max 2 pages)

Describe in detail:

1. the methods of implementation and rationale for such methodology;
2. where the proposed project continues previous work/undertaking, describe how the proposed project is intended to build on the results of the previous action (give the main conclusions and recommendations of any evaluations carried out);
3. where the proposed project is part of a larger programme, explain how it fits or is coordinated with this programme or any other possibly planned project (please specify potential synergies with other initiatives);
4. the organisational structure and the team proposed for the implementation of the proposed project (by function);
5. the role and participation in the project of the various actors and stakeholders (target groups, local authorities, etc.), and the reasons why these roles have been assigned to them;
6. the planned monitoring and evaluation arrangements and subsequent follow up;
7. the planned activities in order to ensure the visibility of the research outputs/deliverables and overall AEF contribution, including foreseen communication activities.

## Indicative project plan for implementing the proposed research project (max 1 page)

Applicants should give specific dates, including preferred/optimal start-up date for the implementation of the project whenever possible.

It is recommended to base the estimated duration of each activity and the total period on the most probable duration and not on the shortest possible duration, by taking into consideration all relevant factors that may affect the implementation timetable.

The activities stated in the project plan should match those described in detail in Part I, Section 1.2 The implementing body must be the applicants (lead applicant and the Co-applicant). Any months or interim periods without activities must be included in the project plan and count toward the calculation of the total estimated duration of the project.

The project plan should be sufficiently detailed to give an overview of the preparation and implementation of each activity.

## Logical framework

Please fill in Annex 2 to the guidelines for applicants.

## Budget, amount requested from the contracting authority and other expected sources of funding.

Fill in Annex 3 to the guidelines for applicants to provide information on:

1. the budget of the proposed research project for the total duration;
2. amount requested from the contracting authority and other expected sources of funding for the action for the total duration.

Please note that the cost of the project and the contribution requested from the Contracting Authority should be stated in euro.

## Experience

The information in this section will be used to assess whether you have sufficient and stable experience of managing research projects in the same sector, thematic area, and of a comparable scale to the one for which a grant is being requested.

**Experience in similar research projects/assignments** **in the past** **3 years**: Please provide a detailed description of projects in the same sector and of a comparable scale to the one for which a grant is being requested managed by:

* The Lead applicant
* The Co-applicant

**Maximum 0.5 page per project**; not more than 10 examples in total.

## Lead applicant, and Co-applicant

Any change in the addresses, phone numbers, fax numbers or e-mail, must be notified in writing to the Contracting Authority. The Contracting Authority will not be held responsible in the event that it cannot contact an applicant.

##  Project details

Fill in the table.

**[Please delete the checklist below before submitting your concept note]**

# **Checklist for self-guidance**

*(To be filled in by the lead applicant only for self-guidance purposes)*

**Title of the proposed research project:**

**Before sending your concept note check that each of the criteria below have been met in full:**

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| 1. The correct grant application form has been used.  |  |  |
| 2. The Instructions for the concept note have been followed.  |  |  |
| 3. The proposal is typed and is written in an eligible language for this Call.  |  |  |
| 4. The Declaration by the Lead applicant has been filled in and has been signed. |  |  |
| 5. The mandate by the Co-applicant have been completed, signed, and submitted. |  |  |
| 6. The project will be implemented in an eligible country(ies). |  |  |
| 7. The project will be implemented in the minimum number of countries required. |  |  |
| 8. The duration of the projectis equal to or higher than the minimum allowed in Part II, Section 1.2 of the guidelines. |  |  |
| 9. The duration of the projectis equal to or lower than the maximum allowed in Part II, Section 1.2 of the guidelines. |  |  |
| 10. The requested AEF contribution (amount) is equal to or lower than the allowed in Part I, Section 5.1 of the guidelines. |  |  |
| 11. The budget is enclosed, in balance, presented in the requested format, and stated in EUR.  |  |  |
| 12. The logical framework has been completed and is enclosed. |  |  |
| 13. The Lead applicant satisfies theeligibility criteria in Part II, Section 1.2 of these guidelines. |  |  |
| 14. The Co-applicant satisfies theeligibility criteria in Part II, Section 1.2 of these guidelines. |  |  |
| 15. The supporting documents were submitted in accordance with the guidelines (Part II, Section 2.7.A). |  |  |