FORMAT CONCEPT NOTE AND

PROGRAMME DOCUMENT

Writing an application for a programme is a process emerging with a draft Concept Note, ending up with a final application – a Programme Document. Although both volume and details vary in the two documents, both documents cover the same themes, headings, and assessment criteria to show a progression in the writing of the application, and how the comments, suggestions, advice, and conditions from the review/CapPro and CISUs appropriation committee are addressed in the application.

A Concept Note and a Programme Document serves as a reference material for a variety of stakeholders involved with the proposed development intervention.

* It provides a **basis for discussions, plans and commitments** among the **applicant organisation and its partners** during the preparation phase.
* It provides an **overall justification** for the application by offering a holistic and overall presentation of what the programme intends to achieve.
* It enables the applicant to **communicate** this to a wider range of stakeholders who may be consulted and involved during preparation and implementation.
* It moreover outlines the planned **intervention logic** presenting the assumed causalities informing the programme design thereby enabling different programme stakeholders to appreciate the **division of labour** and the varied contributions they each offer to achieving joint programme objectives.
* It offers CISU and the Ministry of Foreign Affairs a consolidated document which is used for providing an **assessing** of the application in relation to established **assessment criteria.**
* Provided that the application is approved, the programme document shall eventually guide further **programme planning, implementation,** and **reporting.**

# Please note before submitting

* *CONCEPT NOTE: NUMBER OF PAGES: The application text must not take up more than 15 pages for concept note (Calibri, font size 11, line spacing 1.0, margins: top 3 cm, bottom 3 cm, right 2 cm and left 2 cm). Applications exceeding this length will be rejected.*
* *PROGRAMME DOCUMENT: NUMBER OF PAGES: The application text must not take up more than 40 pages (Calibri, font size 11, line spacing 1.0, margins: top 3 cm, bottom 3 cm, right 2 cm and left 2 cm). Applications exceeding this length will be rejected.*
* *LANGUAGE: The application text must have been drawn up in cooperation between the local partner(s) and the applicant Danish organisation. Accordingly, there must be a document available in a language of relevance to the local partner. The actual application, however, can only be submitted to CISU in Danish or English.*

# Proposed outline and reference to assessment criteria

A Concept Note and Programme Document should reflect the approach, experience, and ambitions of the individual applicant organisation. As such, CISU is hesitant to provide a generic and mandatory format for how to draw up the material. Accordingly, the following points serve as guidance for the applicant while not intended as an exact measure of the structure of the documents or its specific contents.

|  |  |  |
| --- | --- | --- |
| **Heading**Especially relevant to Assessment Criteria | **Concept Note** | **Programme Document** |
| **SUMMARY AND CONTEXT** |
| **Summary**Relevant to all criteria | * Proposed programme title
* Summary of programme objective (impact), outcomes and strategic priorities and their relevance to the given context
* Brief overview of partners and geographical location
 | * Programme title
* Summary of programme objective (impact), outcomes, key strategic priorities, and their relevance to the given context
* Overview of partners and geographical locations (countries/regions)
 |
| **Context**Relevant to: 1 & 5 | * The overall context of the proposed programme, including key thematic information
 | * The context of the proposed programme: the national/regional background and key thematic information, e.g., policy frameworks, main stakeholders, and development challenges
* Reflection on how the programme relates with national SDG targets
 |
| **CAPACITY, PARTNERSHIP AND LEARNING** |
| **Organisational capacity**Relevant to: 3, 4, & 12 | * Presentation of the applicant organisation’s capacity and how recommendations from past capacity assessments/CapPro/reviews have been addressed
 | * Presentation of the applicant organisation's overall profile, capacity, and human resources, and how recommendations from past capacity assessments/CapPro/reviews have been addressed
* Capacity and experience within the context with the target groups and key stakeholders
* Popular engagement experiences of relevance for the proposed program
 |
| **Partners**Relevant to: 2 | * Presentation of partners forming part of the programme, including their planned contributions
 | * Presentation of all programme partners and their respective contributions and responsibilities, including how partnership approach is applied
 |
| **Strategy and partner priorities**Relevant to: 1 & 2 |  | * Describe how the programme links to main strategies and priorities of the applicant organisation and its partners
* Strategy to strengthen local leadership in the programme period
 |

|  |  |  |
| --- | --- | --- |
| **Heading**Especially relevant to Assessment Criteria | **Concept Note** | **Programme Document** |
| **CAPACITY, PARTNERSHIP AND LEARNING (cont.)** |
| **Lessons learned and results**Relevant to: 5 & 6 | * Summary of key lessons learned and results achieved as part of past and current programme/project interventions – and how these will be applied in the new programme
 | * Presentation of key lessons learned and results achieved as part of past and current programme/project interventions – and how these will be applied in the new programme
* Approach to learning and how learning is applied to innovative approaches and methods
 |
| **PROGRAMME OVERVIEW** |
| **Programme aim and justification**Relevant to: 1 & 2 | * Presentation of programme objective (impact) and outcomes
* Explanation of the programme’s justification – why it is needed and appropriate
* Indicate how the programme is aligned with the purpose of the Civil Society Fund and general CISU priorities
 | * Presentation of programme objective (impact), outcomes, and key outputs
* Explanation of the programme’s justification – why it is needed and appropriate
* Indicate how the programme is aligned with the purpose of the Civil Society Fund and general CISU priorities
* Indicate expected synergy effects among programme partners
 |
| **Intervention logic (Theory of Change)**Relevant to: 7, 9, 10 & 11 | * Presentation of overall programme intervention logic and the main approaches to be employed (could be illustrated by a draft Theory of Change)
 | * Detailed presentation of the programme’s intervention logic and the main approaches to be employed
* Clarification of the links between the various programme interventions (should be illustrated by a Theory of Change)
 |
| **Target groups**Relevant to: 7, 8 & 9 | * Intended direct and indirect target groups and their main characteristics
* Explain why the selected target groups are relevant and how they will be delimited
 | * Intended direct and indirect target groups and their characteristics
* Explanation of the selected target groups relevance and how they will be delimited
* Description of the target groups’ development challenges, also seen in the context of a human rights-based approach
 |
| **Results Framework**Relevant to: 8 |  | * Summary Results Framework presenting the programme objective (impact), outcomes and indicators, as well as assumptions related to the intervention logic/ToC
 |
| **Key outcome indicators and learning**Relevant to: 8 | * Outline of main components of the proposed MEL system for the programme
 | * Key outcome indicators, means of verification, and data collection methods
* The programme’s MEL system, including distribution of responsibilities for its various elements
* Indicate how learning and knowledge will be generated and shared
 |

|  |  |  |
| --- | --- | --- |
| **Heading**Especially relevant to Assessment Criteria | **Concept Note** | **Programme Document** |
| **PROGRAMME OVERVIEW (cont.)** |
| **Risks and sustainability**Relevant to: 5, 7 & 10 | * Approach to sustainability and continuation or phase out of programme interventions and/or partners
 | * Explain how the programme will approach risk management/mitigation
* Explanation of the programme’s approach to ensuring that achieved results will contribute to lasting and sustainable improvements for the target groups
* Approach to sustainability and continuation or phase out of programme interventions and/or partners
 |
| **Programme management**Relevant to: 3 & 4 | * Intended programme management structure, including the envisaged added value of the Danish organisation
 | * Provide an overview of the programme’s management structure, including financial management and how to coordinate and decide on the use of unallocated funds
 |
| **Information activities in DK**Relevant to: 12 |  | * An overview of the planned approach and activities on information and engagement activities in Denmark with relevance for the programme theme
 |
| **Budget**Relevant to: 4 & 11 | * Budget summary (use budget format for Concept Note)
 | * Present budget at programme level
* Approach to reviewing cost effective spending in each key programme country
 |
| **Annexes**Relevant to: 7 & 11 | * Draft budget
* ToC illustration (1 page)
 | * See below
 |

Overview of required annexes and documents annexed to Programme Document. Annexes which is not possible to upload to Vores CISU should be forwarded to puljer@cisu.dk. Additional annexes are not permitted.

* Management Response for either Review or CapPro (use CISU format)
* Programme budget (upload to Vores CISU)
* Annual audited accounts/financial reports (upload to Vores CISU)
* Theory of Change for proposed programme
* Summary Results Framework for proposed programme (see format below)
* Partner information (to be updated for each partner with budget responsibility at Vores CISU)
* Organisational information about the Danish organisation (to be updated at Vores CISU)
* Statutes (to be uploaded at Vores CISU)

# Format summary Results Framework

|  |  |
| --- | --- |
| **Programme objective (impact)** | *[formulation of PROGRAMME OBEJCTIVE (IMPACT)]* |
| **Outcome** | **Indicator** | **Target (end of programme per country and/or core partner)** |
| Outcome 1.1*[formulation of outcome]* | *[formulation of indicator]* | * *[formulation of target]*
* *[formulation of target]*
 |
| Add if needed |  |  |
|  |  |
| **Outcome** | **Indicator** | **Target (end of programme per country and/or core partner)** |
| Outcome 2.1*[formulation of outcome]* | *[formulation of indicator]* | * *[formulation of target]*
* *[formulation of target]*
 |
| Add if needed |  |  |
|  |  |
| **Outcome** | **Indicator** | **Target (end of programme per country and/or core partner)** |
| Outcome 3.1*[formulation of outcome]* | *[formulation of indicator]* | * *[formulation of target]*
* *[formulation of target]*
 |
| Add if needed |  |  |

Key assumptions related to programme strategy (outcome level)

|  |  |
| --- | --- |
| **Related to** | **KEY ASSUMPTION** |
| **Programme Outcome 1** |  |
| **Programme Outcome 2** |  |
| **Programme Outcome 3** |  |

Definitions (partly based on [OECD glossary](http://www.oecd.org/dac/evaluation/2754804.pdf)):

|  |  |
| --- | --- |
| **Programme objective****(Impact)** | The intended physical, financial, institutional, social, environmental, or other developmentresults to which a project or programme is expected to contribute. |
| **Outcome** | The short-term and medium-term effects of the engagement’s outputs on the target group/users. For this Results Framework focus is on 'end of programme' outcomes, whereas 'process' outcomes are not included. Equivalent to 'programme immediateobjective'. |
| **Outcome indicator** | Quantitative or qualitative factor or variable that provides a simple and reliable means tomeasure achievement or to reflect the changes connected to an intervention. |
| **Target** | Level of achievement in relation to an indicator. Target is 'end of programme' targets andcan variate from program country/region/partners. |
| **Key assumption** | Key assumption related to ToC/Intervention logic to achieve outcome. At least one (butmax two) assumption(s) for each outcome. |