



United Nations Entity for Gender Equality
and the Empowerment of Women

UN WOMEN 2015 CALL FOR PROPOSALS

CONCEPT NOTE FORM

Please review the Call for Proposals document carefully before completing the Concept Note Form

I. Organisation Information

A. Organization contact			
Organisation name*		City	
Address		Country	
Email		Website	
Telephone number		Fax number	

*Do not use acronyms. In case there is more than one organisation applying, only the name of the organisation that will be responsible for project management and contractual obligations (the lead organisation). There will be an opportunity to list names of co-applicants later

B. Primary contact person		C. Secondary contact person	
Title	<input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Mr <input type="checkbox"/> Dr	Title	<input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Mr <input type="checkbox"/> Dr
First Name		First Name	
Last Name		Last Name	
Job Title		Job Title	
Email*		Email*	

*Please include an email address that will remain active for at least one year as all application updates will be sent via email.

D. Type of organisation (select one)	
<input type="radio"/> Government <input type="radio"/> Civil Society (select one) <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Women's <input type="checkbox"/> Men's <input type="checkbox"/> Youth <input type="checkbox"/> Faith Based </div> <div> <input type="checkbox"/> Human Rights <input type="checkbox"/> Development <input type="checkbox"/> Humanitarian <input type="checkbox"/> Other </div> </div> <div style="text-align: center; margin-top: 10px;">Specify</div>	<input type="radio"/> Academic/Research <input type="radio"/> Professional Association <input type="radio"/> Other <div style="text-align: center; margin-top: 5px;">Specify</div>
Is the organisation non-governmental organisation? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Does the organisation have a legal status in the country of operation <input type="checkbox"/> Yes <input type="checkbox"/> No	
Is the organisation applying on behalf of a network or coalition <input type="checkbox"/> Yes <input type="checkbox"/> No	
List the key networks the organisation is part of (maximum 60 words)	
What is the mission and main focus area of the organisation? (maximum 60 words)	
For Civil Society Organizations Only – Please list your major donors (maximum 60 words)	

E. Level at which the organization operates

- ☐ Community-based/grassroots
 ☐ Sub-national (ie. Province, district)
 ☐ Regional
☐ Local
 ☐ National
 ☐ International

F. Annual Organizational Budget (US dollars)

Estimated resources allocated for women's economic empowerment (in US\$)	2012	2013	2014

G. Has the organisation previously applied for a UN Women Grant**H. Has the organization previously received a UN Women Grant****I. UN Women may share the organization information provided in this section with other donors. Please state whether your organization consents to this information being shared.**

- ☐ Yes, I consent to the information provided in this section being shared with other donors
☐ No, I do not consent to the information provided in this section being shared with other donors

II. Project Focus**A. Level of proposed intervention**

- ☐ Community
 ☐ Sub-national (province, district)
☐ Local
 ☐ National

B. Interventions for Women's Economic Empowerment

- ☐ Working with microfinance institutions that provide microfinancing to women to mainstream gender into their institutional policies
☐ Working with parastatals that provide microfinancing to women to mainstream gender into their institutional policies
☐ Provide comprehensive business planning and business management training to targeted women's groups in rural areas with potential to moving from livelihoods to the development of small business
☐ Provide targeted women's groups with the technical knowledge and skills on how to add value to the products produced and how to access markets
☐ Provide technical knowledge and skills to women on how to use appropriate, accessible and affordable ICTs to enhance their businesses and entrepreneurship

C. Interventions for National Accountability on Gender Equality and Women's Empowerment

- ☐ Build the capacity of civil society to develop and use innovative tools to monitor accountability to gender equality and women's empowerment at macro and micro levels.
☐ Work with Local authorities to develop gender responsive plans and budgets for effective service delivery to women, men, girls and boys in communities.
☐ Conduct research to establish the trends in financing for gender equality in Zimbabwe.
☐ Conduct gender audits of the budgets of key sector ministries to inform evidence-based advocacy
☐ Development of gender-responsive budget advocacy programmes

D. Primary Beneficiaries (main characteristics)		
Age <input type="checkbox"/> Adolescents (10-19) <input type="checkbox"/> Young women (20-24) <input type="checkbox"/> Adult women <input type="checkbox"/> Elderly women (60 and above)	<input type="checkbox"/> Social-Economic Level <input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High	Location <input type="checkbox"/> Urban <input type="checkbox"/> Rural

E. Secondary Beneficiaries – with whom you will work in order to change the lives of the primary beneficiaries (you may select a maximum of four). Please enter the approximate number of secondary beneficiaries you expect to reach through this initiative.		
<input type="checkbox"/> Civil society organisations (including NGOs) <input type="checkbox"/> Community-based groups/members <input type="checkbox"/> Educational professionals (i.e teachers, educators) <input type="checkbox"/> Faith based organisations <input type="checkbox"/> Men and/or boys	<input type="checkbox"/> General public/community at large <input type="checkbox"/> Government officials (i.e decision makers, policy implementers) <input type="checkbox"/> Health professionals <input type="checkbox"/> Journalists/Media <input type="checkbox"/> Legal officers (i.e lawyers, prosecutors, judges)	Location <input type="checkbox"/> Parliamentarians <input type="checkbox"/> Private sector employers <input type="checkbox"/> Social welfare/workers <input type="checkbox"/> Other Specify
Total number of beneficiaries:		

Please select only those categories that are relevant to the intervention

F. Strategies/areas of intervention (you may select a maximum of four).		
<input type="checkbox"/> Mobilizing communities (establishing self-help groups, community watch groups, etc.) <input type="checkbox"/> Employing Information, Education and Communication (IEC) <input type="checkbox"/> Fostering coalitions and networks <input type="checkbox"/> Public outreach/awareness-raising	<input type="checkbox"/> Working with institutions to develop accountability systems <input type="checkbox"/> Changing individual knowledge and attitudes <input type="checkbox"/> Building partnerships/coalitions <input type="checkbox"/> Developing capacities of community groups and leaders	<input type="checkbox"/> Conducting research, data collection and analysis <input type="checkbox"/> Enhancing capacities of government officials and decision-makers <input type="checkbox"/> Monitoring implementation <input type="checkbox"/> Other Specify

Please select only those categories that are relevant to the intervention. The above categories are only an example of the many strategies/areas of interventions your proposal may utilise. You are encouraged to specify any additional strategies in the 'Other' field.

G. Laws, Policies and Action Plans		
The project will be contributing to the implementation of: (select all that apply)		
<input type="checkbox"/> Laws	Title(s)	Year(s)
<input type="checkbox"/> Policy(ies)	Title(s)	Year(s)
<input type="checkbox"/> Action Plan(s)	Title(s)	Year(s)
Describe the law(s), policy(ies) or plans: Include information on the specific national and/or local law(s), policy(ies) and action plans and challenges to its implementation. Briefly describe how the proposed intervention will make a difference in the implementation. (maximum 250 words)		

III. Project description

A. Project Summary

In three sentences each, please provide the following (maximum 100 words):

- 1) Justification (why): Justify your proposed project, referring to the evidences of gaps, issues and needs identified from previous initiatives, needs assessments, research and/or evaluations
- 2) Results (what): Describe what results your proposed project is aiming to achieve.
- 3) Strategy (how): Describe the strategies that will be employed to achieve the intended results.

B. Title			
C. Duration	18 months		
D. Project start date* (day/month/year)	---/---/---	Project End date: (day/month/year)	---/---/---
E. Total amount requested in (US\$)			
F. Total contribution from applicants			
G. Total project budget (in US\$)			
H. Implementing partners/participating agencies. Please list all the implementing partners of the project, starting with the lead organisation (maximum 50 words)			

*The estimated start date if the first quarter of 2015

I. Problem Analysis (maximum 300 words)

Briefly describe the main problem the project aims to address. Include information on the specific national and/or local law(s), policy(ies) and action plan(s) and challenges to their implementation. Include relevant statistical information to illustrate the problem and justify the need for the intervention. Kindly cite references where applicable.

J. Which social actors does the project seek to engage with and influence (maximum 300 words)

Who are the individuals, groups, organizations and institutions with whom the project interacts directly and with whom the project can anticipate opportunities for influence/change?

K. Why does the project want to engage with and influence the stated social actors? (maximum 300 words)

Please explain what changes in relationships, actions, behaviours, policies and practices of these actors can be anticipated. Why are these changes important to achieve?

L. How does the project aim to engage with and influence the stated social actors (maximum 500 words)

Please explain how the project activities can be logically linked, either directly or indirectly, to the anticipated changes described above. Provide details of strategies, tools, techniques, and resources that will be used to contribute to the desired change.

M. To what outcome in the field of women's empowerment will the project contribute through its engagement with social actors (maximum 500 words)

What is the project's overall vision for change? What are the anticipated outcomes of strategies employed by the project

N. The Project will be: (select one)

☐ **Piloting a promising approach** (maximum 500 words)

Describe the need for a new approach and its promise in influencing the social actors stated above. What aspects of past strategies did not work, and what will be incorporated (for example, old lessons learnt) into the project? How the approach will be tested, monitored and documented to build as a model?

☐ **Up-scaling a promising or already proven approach** (maximum 500 words)

Please specify the past outcomes achieved by the approach (social actors influenced, in what way they were influenced, what changes occurred in social actors). Explain why upscaling activities will help in consolidating past results, and how the project will augment the proven approach.

☐ **Piloting and up-scaling** (maximum 500 words)

Please explain which elements of the proposed project are piloting (new) and which ones are upscaling (expanding past proven methodologies). Why are these elements being combined? How will each contribute to the outcomes the project aims to achieve?

O. Monitoring and Evaluation Plan (maximum 400 words)

Provide details of how baseline data will be collected, and how the project will be documented, monitored and evaluated. Please indicate plans to enhance the evaluability of the proposed project, specifying what oversight mechanisms will be in place to monitor and report on results.

IV. Organizational Capacity

A. Technical expertise (maximum 225 words)

Include information on proven record of programming to address women's economic empowerment and the track record of success in influencing similar social actors. Please give examples from past positive outcomes.

B. Partnerships and coordination (maximum 225 words)

Indicate the roles and responsibilities of the co-applicants and key implementing partners, and specific components of the project they will implement. Explain synergies and coordination with existing initiatives to economically empower women.

*Concept notes should reflect coordination and partnerships among government and civil society, especially women's groups and networks.

V. Project Budget

This should be submitted in a separate attachment using the template for the Concept note budget

VI. Required attachments

A. Legal Registration

VII. Optional Attachments

A. Endorsement/Support letter

Please attach a letter of endorsement from another key stakeholder (for example, a previous beneficiary of your organization, a former or current partner organization, co-implementing partner of proposed intervention, etc)
