



## ALLIANCE FOR SOCIAL DIALOGUE

### GUIDELINES FOR CONCEPT NOTE 2016

The Open Society Foundations (OSF), New York is willing to help organizations in Nepal that are working towards creating open, democratic societies. In that regard, Alliance for Social Dialogue (ASD) has been coordinating the OSF's activities in Nepal.

ASD has been conducting outreach activities through consultations, workshops, site visits etc, in an effort to encourage organizations that have the potential to advance concepts, policies and programs in order to examine innovative ideas through concept notes submission in the priority areas outlined by ASD. Through this, ASD seeks to enhance the role of democratic civil society actors in order to consolidate and advocate for democratic process.

With this open call, ASD invites organizations to submit Concept Note in the following thematic areas addressing the issues outlined below. While preparing the concept note, organizations may choose to address one or more than one of the issues listed below however, remaining under only one of the four thematic areas.

#### **1. Access to Justice**

- Legal Empowerment (law, policy reform, community empowerment, service delivery) of Women, Dalit and People with Disability
- Transitional Justice
- Contemporary challenges of Rights and Justice
- Violence Against Women

#### **2. Democratic Practice**

- Representative Public Institutions
- Efficient Public Service Delivery

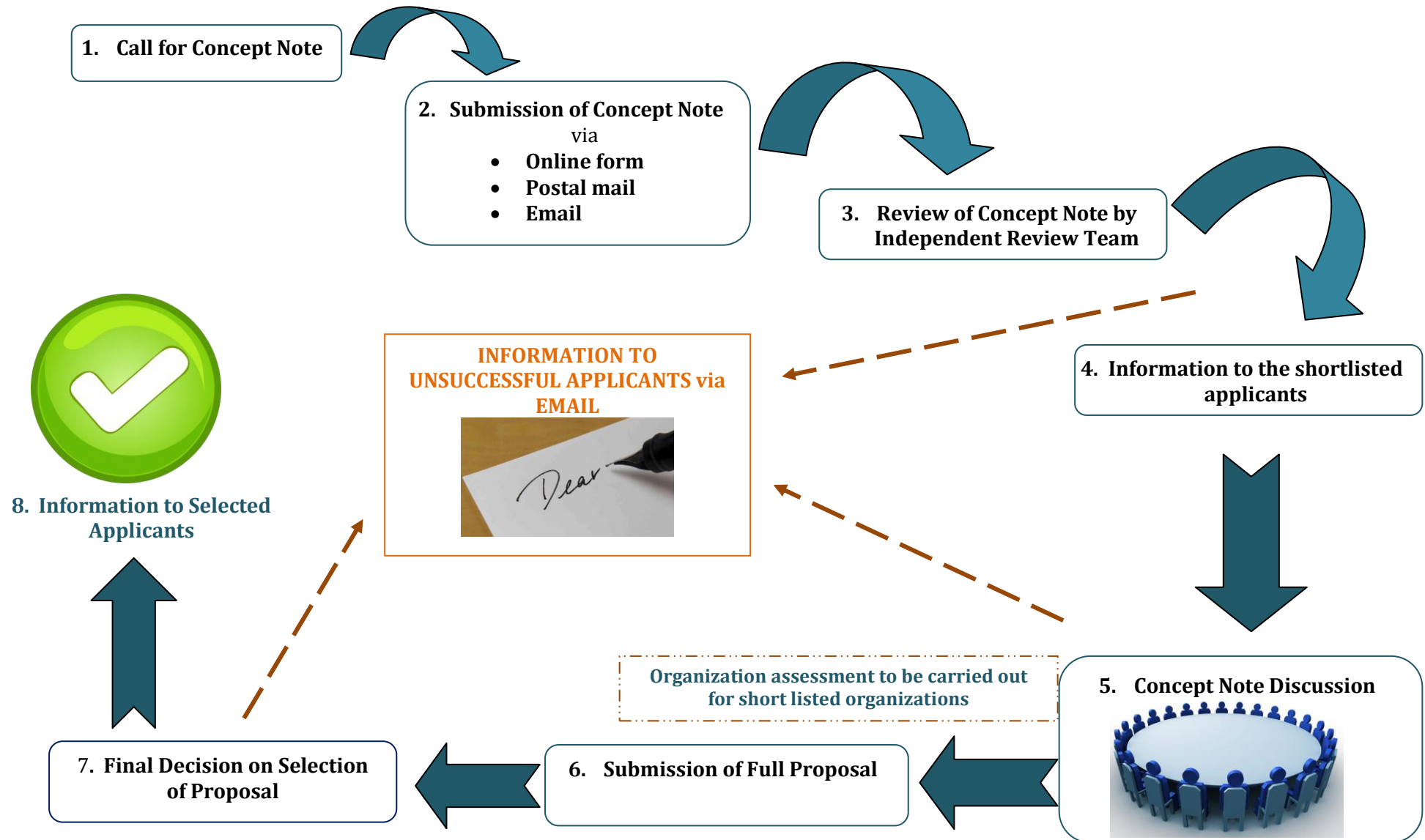
#### **3. Education**

- Accountability of Stakeholders
- Quality of Public Education

#### **4. Independent Media**

- Diversity in content and of platform
- Professionalism in Media
- Sustainability of Media
- Investigative Journalism

## Step by Step Process: From Call for Concept Note to Selection of Proposal



## Key Points to Consider by Applicant Organization

### Who can apply?

Concept notes can be submitted by NGOs, community organizations, universities/academic institutions, civil associations, informal networks and private companies for/not for profit registered and working in Nepal.

INGOs, political parties, bi-lateral and multi-lateral agencies working in Nepal or organizations registered outside Nepal but working in Nepal are not eligible to apply.

### Can new organizations submit concept notes?

New organizations, including ones formed or registered recently, are eligible and encouraged to apply.

### Can organizations that are not formally registered submit concept notes?

Organizations that are not formally registered are eligible to apply however, their concept notes must clearly state their management of operations including financial and administration.

### Does the concept note need to be prepared in a specific format?

The concept note must strictly be prepared in the format/template made available by ASD either in its website or provided from its office. Concept notes that do not follow the prescribed format will be excluded from the review process.

### How many concept notes can an organization submit?

An applicant organization can submit only **ONE** concept note under any **ONE** of the four thematic areas. If an organization submits more than one concept note or a concept note in more than one of the thematic areas, the application will automatically be excluded from the review process.

### Can organizations submit a joint concept note?

Concept notes should be submitted only by the organization that leads and manages the project.

### Which language should be used in the concept note?

Concept notes are required to be written either in English or in Nepali.

**Which districts or regions are targeted while calling for the concept note? Can we propose to work in any part of Nepal? Or are there any specific geographic areas where the projects can be run?**

This call does not have any specific geographic priorities. Organizations from any part of the country can propose to work in the chosen thematic areas in their respective region.

**Can we propose to work in more than one district?**

Applicant organizations can propose to work in the districts of their choice depending upon the nature of the proposed project. Concept notes can be developed to work in more than one district but this is contingent upon the proposed number of districts, the issues to be addressed and the project's target population. However, note that the evaluation of the proposed concept note will also take into account the organizations capacity and experience.

Organizations registered where the project is proposed to be implemented are encouraged.

**What is the suggested duration of the project?**

The project duration can range from one year to a maximum of two years with the possibility of extension depending upon the need to work on the issue and the performance of the organization.

Projects should intend to start from mid-2016 or early 2017.

**Is there a budget limit for projects? If so, how much is it?**

Applicant organizations are required to submit an approximate budget based on the proposed activity for the concept note.

**Budget limit:**

- Small size projects: *amounting to a maximum of 25,000 US dollars per year*
- Medium size projects: *amounting to a maximum of 50,000 US dollars per year*

**How to submit a concept note?**

Applicant organizations can submit the completed concept note to Alliance for Social Dialogue (ASD) in the format made available through any of the below means:

1. Submit online template available in the website [www.asd.org.np](http://www.asd.org.np)
2. Submit completed Concept Note with subject line: **Concept Note: NAME OF THE THEMATIC AREA** and email to [asdnote@asd.org.np](mailto:asdnote@asd.org.np)
3. Mail to the following address with subject line: **Concept Note: NAME OF THE THEMATIC AREA:**

Alliance for Social Dialogue Secretariat  
Social Science Baha  
P.O. Box No. 25334  
Kathmandu, Nepal

All applicant organizations are advised to go through the 'Guidelines for Concept Note' before filling the concept note form. In the case that the applicant organization faces difficulty to access the website, online template or download the form or submit the completed concept note or have questions for clarification after going through the guidelines, it is requested to send the written queries to [asdnote@asd.org.np](mailto:asdnote@asd.org.np) or contact the secretariat at Tel: +977-1-4472807/ 4480091.

### **What is the deadline for submitting the concept notes?**

Concept notes should reach the secretariat no later than 6 March 2016 (23 Falgun 2072). Incomplete concept notes and concept notes received later than the deadline will not be included in the review process.

#### **NOTE:**

Alliance for Social Dialogue strictly adheres OSFs principles of grant making procedure and strategic priorities while awarding the grants. Any attempt to influence the decision during the process of review and selection of the concept note will result to disqualification of application.

ASD intends to review concept notes and request full proposals from only those organizations whose concept notes are short listed from the concept note discussion round. In the process of selection, ASD may request for further clarifications/supporting documents to validate the claims made in the concept note/proposal prior to decision making.

## Points to consider while filling the Concept Note

*This section is about the basic information required in the concept note form with an aim to give applicant organizations the clarity in questions requested in the form and guide the applicant.*

### I. Organizational Information

**Background of the organization:** As basic administrative information is already requested in the part above to this section, applicant organizations require to state in brief the organization's background in relation to its purpose of establishment, the driving force, the initiating factor and the leadership. Organizations may also feel free to add how the organization prioritized its objectives and what are they.

**Core working area:** Core working area means the area that the organizations is known for working or have a recognized presence such as rights, accountability, women, marginalized community, governance, youth etc.

**Strength of the organization:** Of the number of strengths that an organization possesses, an applicant organization is required to list the strengths that play well to the organization and has proved to be their advantage in their past experience such as advocacy, empowerment, mass-mobilization, capacity building, litigation, service delivery etc. For new organizations, it is absolutely alright to state any points that they believe is their strength.

**Leadership and Management:** In the case of registered organizations with an executive committee, an applicant organization is required to mention the name of the **board chair**. In the case of informal networks, the applicant is required to mention the name of the person who is nominated to represent the 'informal network' formally.

Likewise, for organizations with regular staff in operation, it is required to provide the total number of staff and name of the person-in-charge to manage the day to day activities of the organization such as the **executive director** or person holding any **other senior position**.

In the case of informal networks and organizations with non-regular staff, organizations can mention how their activities are carried out on a regular basis and name the person responsible for overall management of organization.

**Annual Organizational Expenditure:** Applicant organizations are required to provide the annual organizational expenditure for the recent two fiscal years i.e. 2070/71 and 2071/72. The figure should reflect the audited report and the amount should be in Nepalese currency (NPR).

In the case of newly registered organizations, provide figures where applicable.

**Other Partners and Funders:** Applicant organizations are required to list the names of national/international funders/donors, government agencies and collaborating partners the organization has engaged with in the recent three years. While mentioning the names, ensure to note whether they were funder/donor or collaborative partners.

## II. Concept Note

- a. **Thematic Area:** Applicant organizations must choose one of the four thematic areas i.e. Access to Justice, Democratic Practice, Education and Independent Media, in which the concept note is being submitted.
  - b. **Title of Concept Note:** For the title of concept note, it is recommended that the title is concise yet clear which reflects the essence of the concept.
  - c. **Proposed duration of the project:** Applicant organizations may propose the duration of the project from one year to a maximum of two years depending on the proposed project.
  - d. **Proposed project location(s):** Mention the name of the district(s) where the project is intended to be implemented.
  - e. **Proposed budget:** Mention the approximate budget for the proposed project in Nepalese currency (NPR).
1. **Project Background:** In this section, provide the contextual overview of the issues the project aims to address, elaborate on those issues within the thematic area and clearly point out the existing gaps with relevant examples.
  2. **Attempts and interventions from other stakeholders:** In this section, elaborate on the attempts and interventions made by other stakeholders working on the same issue as pointed out above. Intervention and efforts made by the government and non-governmental actors on this issue can also be included. If in the case, the interventions have been little or none, mention clearly as to why this is the case.
  3. **Gaps the project seeks to address:** In this section, clearly outline the specific gaps the project has identified or seeks to address. In doing so, explain clearly the specific problem that is going to be addressed and the rationale for choosing it.
  4. **Experience and Expertise:** In this section, mention the experiences and expertise of the organization or the individuals associated with the organization that was demonstrated previously in reference to the proposed intervention. Provide specific examples, where applicable.

In the case of new organizations, mention the expertise of the members in the proposed theme of work.

5. **Project objective(s):** In this section, list out a maximum of three objectives that the project seeks to achieve within the proposed project period. While formulating the objectives, ensure that they are realistic and achievable within the proposed duration.
6. **Proposed Intervention:** In this section, explain clearly the plan of intervention including the key activities and the working modality to achieve the aforementioned objective(s). In addition to this, also highlight on how the proposed intervention contributes to the objective(s).
7. **Expected outcome:** In this section, specify the expected outcomes that are likely to achieve as a result of the proposed intervention. As far as possible, mention the outcomes that can be measured and achieved realistically within the proposed project period.

### III. Budget

**Budget:** Proposed budget at the stage of concept note submission need not be detailed however, it should be prepared with some projection in terms of the cost involved to implement the project. The proposed budget should be prepared on an activity based budgeting format clearly stating the administration and program related costs. The figures should be projected in Nepalese currency (NPR).