CALL FOR CONCEPT NOTES – 2021

Global Water Partnership-Caribbean (GWP-C) in collaboration with the United Nations Environment Programme (UNEP) Cartagena Convention Secretariat/Caribbean Environment Programme (CEP)

# Structure of the Proposal

## 1-Name of GWP-C Partner Organisation

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## **2-Situation Analysis**

*(i.e., Context/baseline, problem analysis, targeted stakeholders and beneficiaries and project objectives)*

In the box below, describe clearly and succinctly what the project aims to achieve. Make sure to mention the impact the project could have on cross-cutting issues (gender, environment, livelihood opportunities, capacity building, etc.).

## 3-Logical Framework *(See table below)*

*Mention at least three (3) main outputs of this project*.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Outcome** | **Baseline** | **Targets** | **Outputs** | **Activities** | **Deliverables** |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |

## 4-Implementation Arrangements

Please briefly describe how activities will be implemented) Include details about how the project will be undertaken. Include Implementation Plan (*See table below).*

**Note:** Project duration is \_\_\_\_\_\_\_\_\_\_\_\_ months (Please include the number of months).

|  |  |
| --- | --- |
| **Activities & Deliverables** | **Estimated Timeline** |
| **M1** | **M2** | **M3** | **M4** | **M5** | **M6** | **M7** | **M8** | **M9** | **M10** | **M11** |
|
| **Activity 1.1.1** | D1.1.1.a |   |   |   |   |   |   |   |   |   |   |   |
| D1.1.1.b |   |   |   |   |   |   |   |   |   |   |   |
| D1.1.1.c |   |   |   |   |   |   |   |   |   |   |   |
| D1.1.1.d |   |   |   |   |   |   |   |   |   |   |   |
| D1.1.1.e |   |   |   |   |   |   |   |   |   |   |   |

## 5-Risks and Mitigation Measures

List the key risks associated with the implementation of this project, their overall likelihood, and impact and what control measure(s) will be placed to mitigate them.

|  |  |  |  |
| --- | --- | --- | --- |
| **Risk(s) description** | **Probability of occurrence****(low, medium, high)** | **Impact level****(low, medium, high)** | **Mitigation action(s)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## 6-Budget (see Excel file “sample budget”)

Address how much will the project cost and what this amount is inclusive of. Amount granted cannot be used for the purchase of services for which the partner has some direct responsibility for such as but not limited to the payment of salaries, local travel, purchase of goods and assets for the organisation (laptops, cell phones…).