ANNEX I: CONCEPT PAPER TEMPLATE

1. **Purpose**

The *concept paper* serves as a first-screening test for potential grant activities. The form is designed to gather essential basic information about the applicant and what the applicant is proposing to do with grant funding. This form should be presented by applicants responding to Request for Concept Paper (RFCP) No. 012-C3-003-2023. **Responses to questions 6-13 of the concept paper should not exceed three pages.**

1. **Instructions by Section**

Items 1-4: Applicant’s organization name, tax ID, year of establishment, address, telephone and e-mail.

Item 5: Key contact person, title, and contact information—The contact person (agent) is responsible for communications between the USAID Industry-led Skills Development Program (the Program) and the applicant. This applies to all aspects of the grant cycle, from initial RFCP submission through completion (if selected). The agent must have full authority and responsibility to act on behalf of the applicant. The agent should be someone who will be directly involved with the grant activity and has a proven, established relationship with the applicant.

Item 6: Brief description of the applicant organization, its activities, past related experience, and any proposed partner(s)—This section should introduce the applicant, any partner(s), and the applicant’s organizational background: how it was formed, its mission or purpose, major accomplishments in the area of the targeted activity, current activities, and clients.

Item 7: Grant activity title—The title given to the proposed activity should relate to the grant activity objective.

Item 8: Problem analysis and statement—Identify the problem that the grant activity proposes to address.

Items 9-10: Grant objective, results to be achieved, linkage to grant objective, and verifiable indicators of achievement that must be linked to the Program’s objectives.

Item 11: Beneficiaries, disaggregated by gender if possible, their number, location, and how they will benefit from the proposed grant activity.

Item 12: Anticipated duration—Should be stated with a degree of accuracy of plus or minus two weeks.

Item 13: Main task phases of the activity—Provide details regarding the subtasks of the activity.

Item 14: Approximate cost of this activity (cash, in-kind, and third-party sources)—Applicant must submit a rough estimate of the cost of the proposed activity and sources of funds, specifying how much will come from the Program, the applicant’s contribution, and any third-party contributions. A detailed budget is not necessary at this point, only a plausible “ballpark” calculation, which should be within 15% (+/-) of the final approved budget.

Item 15: Signature of Authorized Person—The signature of the individual identified in Item 5 should be affixed to this document.

1. **Concept Paper**

**USAID INDUSTRY-LED SKILLS DEVELOPMENT PROGRAM CONCEPT PAPER**

1. **Organization’s Name:**
	1. Tax ID Number:
	2. Year of Establishment:
2. **Address**:
3. **Telephone**:
4. **E-mail:**
5. **Key contact person and title and contact information**:
6. **Briefly describe organization, purpose, and past related experience**:
	1. Briefly describe partner(s) (if any), organizational purpose, and past related experience.

1. **Grant activity title**:
2. **Problem analysis and statement**:
	1. What is the issue or problem that your grant activity will address? Why is it important to address this issue?
3. **Grant objective**:
	1. Describe the overall objective(s) to which the proposed grant activity aims to contribute. Highlight the impact at the sectoral level.
4. **Results to be achieved, linkage to grant objective, and verifiable indicators of achievement**:
5. **Identify beneficiaries, disaggregated by gender, if possible, number, and how they will benefit from grant**:
6. **Anticipated duration of activity from start to finish**:
7. **Main task phases of the activity (there is no limit to the number of task phases that can be included – please add additional rows as necessary)**:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Time (periods)** | **Responsible** | **Expected Results** | **Activity Location** |
| Task 1: |  |  |  |  |
| Task 2: |  |  |  |  |
| Task 3: (etc.) |  |  |  |  |

1. **Approximate cost of this activity (cash, in-kind, and third-party sources)**:

|  |  |
| --- | --- |
| **Source of Funding** | **Total Amount in U.S. Dollars** |
| Amount Requested from USAID Industry-led Skills Development Program\*\* |  |
| Total Cash Contribution from the Applicant\*\*\* |  |
| Total In-Kind Contribution from the Applicant\*\*\*\* |  |
| Third-Party Resources (identify source and add lines as needed) \*\*\*\*\* |  |
| Total Estimated Cost (sum of previous **four** lines)  |  |

\*\*Currency amount that the applicant is requesting from the Program.

\*\*\*The total cash matching contribution amounts that the applicant will contribute. See the RFCP for minimum contribution requirements.

\*\*\*\*The total in-kind matching contribution amounts that the applicant will contribute. See the RFCP for minimum contribution requirements.

\*\*\*\*\*Third-party resources include resources brought to the grant budget that are not provided by either the grant applicant or the Program. Identify sources and add lines as needed if more than one source.

1. **Signature of Authorized Person**

By affixing my signature below, I certify that to the best of my knowledge, the information provided in this concept paper is accurate and correct.

Submitted by:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_