ANNEX 1: CONCEPT NOTE TEMPLATE

**Introduction**

Applicants may express their interest in applying for a partnership under the Digital Democracy Initiative for the period 2024-2026 with the Ministry of Foreign Affairs of Denmark (MFA) by submitting this standard “Concept Note Template”.

This form is to be completed in Word. Forms must be typed with fonts no smaller than Garamond 12. The maximum length of the concept note is 16 pages in total – including background information, the project description, overview budget (in DKK), results framework and eligibility criteria. The concept note must be drafted in English, must be submitted using this concept note format, and must be submitted by email to [humcivstud@um.dk](mailto:humcivstud@um.dk). It must be submitted at the latest by 4pm (CET) on the 17th of June 2024. Please specify in the subject line: “DDI Call for concept notes 2024”, and the name of the lead applicant.

Only one concept note is accepted from each applicant/consortium per lot, and the format requirements must be followed. Concept notes not adhering to the formal requirements will be considered ineligible and disqualified. Lead applicants under one lot can only apply as co-applicants under another lot.

The concept note form consists of five sections. Section A includes organisational details and background information. Section B outlines the preliminary budget. Section C defines the eligibility criteria as barriers of entry for project applicants. If eligibility criteria are met, applicants will be assessed based on Section B, D and E. Part D includes an initial outline of the project applied for. Part E includes the overall outline of the Results Framework for the project. The highest scoring organisations will be shortlisted and invited to submit a full proposal. For details on the application process and the evaluation criteria, refer to the Information Note.

This call for proposals can be accessed by two different types of applicants. The applicant can be:

1. A single Civil Society Organisation (CSO) or Non-Governmental Organisation (NGO)
2. A consortium where one of the members takes on the role as lead applicant. The lead applicant must be a CSO or an NGO

Co-applicants could be National Human Rights Institutions, Universities, Research Facilities or other independent state institutions or non-governmental and not for profit actors. Both the lead applicant and co-applicants are expected to fulfil the eligibility criteria (Part C) with supporting documentation as required, unless it is explicitly stated that a criterion can be met by the “consortium as a whole”.

Please delete this box and all text in *italics* before submitting the concept note.

# SECTION A: BACKGROUND INFORMATION

|  |  |
| --- | --- |
| **APPLICANT INFORMATION** | |
| Name of applicant (Lead applicant in case of a consortium) |  |
| Address |  |
| E-mail and tel. |  |
| Website |  |
| Director/legal representative |  |
| Contact person for this application name, email, telephone |  |
| **CO-APPLICANT/S *(in case of more co-applicants insert a section for each)*** | |
| Name of co-applicant (in case of a consortium) |  |
| Address |  |
| E-mail and tel. |  |
| Website |  |
| Director/legal representative |  |
| Contact person for this application |  |
| **THE PROJECT IN SHORT** | |
| DDI theme addressed by the concept note (please tick only one box) | 1. Combatting Technology Facilitated Gender- Based Violence  2. Leveraging digital technologies for climate activism  3. Strengthening youth engagement in the digital democratic space |
| Project title |  |
| Amount (in DKK) applied from DDI | *Minimum 30 mill. DKK* |
| Project period | *Include expected project start (earliest: January 1st, 2025) and end (latest: December 31, 2026)* |
| Project outcomes |  |
| Geographic scope of the project – write the regions or countries where the project will have activities |  |
| Applicant organisation and co-applicant(s) roles | *Please describe capacities and expertise of each, division of roles between co-applicants in relation to the proposed project, incl. % of budget administered by each* |

# SECTION B: PRELIMINARY BUDGET

*Please insert the proposed budget for the intervention in the table below. Ensure clear linkages between specific budget lines and proposed outcomes.*

|  |  |
| --- | --- |
| **BUDGET ITEM** | **AMOUNT (IN DKK)** |
| Project activity costs |  |
| HR cost for direct project staff |  |
| HR costs for support staff |  |
| Support/operational costs (office running costs, assets/equipment, transportation etc.) |  |
| Monitoring and Evaluation |  |
| Administration costs (maximum 7%) |  |
| Audit |  |
| Project total |  |
| DDI contribution requested  (Specify the DDI funding as a percentage of the total budget if applicable) |  |
| Other funding sources for the project (co-financing) |  |

# SECTION C: ELIGIBILITY CRITERIA

*Below are the eligibility criteria. In case of a consortium, please copy the eligibility boxes as relevant and specify names of each organisation filling out the eligibility criteria.*

|  |  |
| --- | --- |
| **GENERAL ELIGIBILITY** | |
| **Governance** | ***Yes/No*** |
| The lead applicant(s) is a civil society organisation operating on a non-for-profit basis within development cooperation, have approved articles of association, and an independent governing board. (Co-applicants could be National Human Rights Institutions, Universities, Research Facilities or other independent state institutions or non-governmental and not for profit actors.) |  |
| **Comments for clarification:** | |
| **Programme Management Expertise** | ***Yes/No*** |
| The applicant/consortium as a whole have managed a minimum of three projects above 10 million DKK each in DAC countries that were ongoing within the last two years. |  |
| **Comments for clarification:** | |
| **Lot Specific Alignment and Capacity** | ***Yes/No*** |
| The lot-specific priorities are reflected as specific priority areas in the lead applicants existing strategy. |  |
| The applicant/consortium as a whole, has a minimum of 3 full-time staff employed working on the lot-specific priorities. |  |
| The applicant/consortium as a whole, have existing or prior project engagement of minimum 20 million DKK aligned with the lot-specific priorities and target group. |  |
| **Comments for clarification:** | |
| **Geographical Experience** | ***Yes/No*** |
| The applicant/consortium as a whole has an established office, ongoing project presence, or experience from working (project activities above 10 million DKK) in focus countries or region. |  |
| **Comments for clarification:** | |
| **Financial Management Experience** | ***Yes/No*** |
| The applicant/consortium as a whole, has audited annual financial statements without substantial qualifications for the preceding two fiscal years (e.g. 2021, 2022, 2023). |  |
| The applicant/consortium as a whole, has had an annual turnover of minimum 80 million DKK over the last two fiscal years. |  |
| The applicant/consortium as a whole has a track record of delivering results effectively and efficiently in cooperation with Denmark and/or the EU in the past. |  |
| **Comments for clarification:** include details on annual turnover. | |
| **Integrity and Solvency** | ***Yes/No*** |
| The applicant/consortium as a whole, has not been in any of the following situations within the previous five years: i) bankruptcy or insolvency, ii) breach of obligations, iii) final judgement of grave professional misconduct, vi) final judgement of fraud, corruption, terrorist financing, child labour, or any form of trafficking of human beings. |  |
| The applicant has an approved and functional organisational anti-corruption policy. |  |
| The applicant has an approved and functional organisational SHEA policy. |  |
| **Comments for clarification:** | |

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# SECTION D: PROJECT OUTLINE

*The project outline should be no more than 8 pages maximum, excluding the results framework.*

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| **PROJECT TITLE** |
| **Context and Problem Analysis (max 1,5 pages)** |
| * *Problem and needs analysis, including key thematic or contextual trends informing the project, including their relevance for and impact on key beneficiaries and stakeholders to the project.* * *Identification and justification of the project problem(s) to be addressed by the project, with reference to the lot specific priorities and target group.* * *Reflection of relevant policy frameworks, major programme initiatives of other actors, or other factors informing relevance or gaps related to the project problem(s).* * *Identification of the overall project ambition, including relevance and alignment with the project problems(s), the* *lot specific priorities and target group, and the DDI objectives, outcomes, and target group. (See the DDI Program Document to ensure alignment: [www.digitaldemocracyinitiative.net](http://www.digitaldemocracyinitiative.net))* |
| **Project Objective and Design (max 2 pages)** |
| * *Elaboration of the DDI objective and outcomes within the context of the specific project. (See the DDI Programme Document to ensure alignment: [www.digitaldemocracyinitiative.net](http://www.digitaldemocracyinitiative.net))* * *ToC presentation, including link between outcomes and project identified immediate outcome areas expected to contribute towards the outcome.* * *Elaboration of immediate outcome areas, including strategies, approaches, and types of activities/outputs.* * *Reflection on choice of project modalities, capacity building, TA, synergy with other projects, or other elements central to the design and delivery of the project.* * *Describe how the project design and approach integrates cross-cutting priorities of the DDI (Local Leadership, Gender Equality, Youth Inclusion, working with local actors, HRBA)* *– outlined in the DDI Program Document, pages 6 – 7.* * *Identification of key assumptions and risks associated to the ToC.* |
| **Beneficiary identification, target groups and geographic focus (max 1,5 pages)** |
| * *Identification of geographic priority countries (See Information Note: ‘Geographical Coverage and Targeting’)* * *Elaboration of beneficiaries (individual or organisational) of the project, including relevant primary or secondary target groups, boundary partners or other.* * *Elaboration of specific consideration of how to select and reach beneficiaries/target groups, including approach to supporting new and emerging civil society actors including informal actors, social movements, individual activists, online communities, etc.* * *Considerations on estimated project reach (number of beneficiaries or other)* |
| **Project Management Arrangements and Partnerships (max 1,5 pages)** |
| * *Describe the organisational set-up for governance and management of the project including overall decision-making, partner coordination, stakeholder inclusion, quality assurance, and project and programme level dialogue.* * *Describe approach to local partnerships, selected partners or partner selection process, as well as sub-granting, or other mechanism to ensure local leadership and influence on project priorities and decision making.* * *Estimate the proportion of budget that will be implemented through local partners.* * *Describe arrangements and procedures for monitoring learning, including mechanisms for adaptation, feedback mechanism, or learning loops with local partners.* |
| **Budget and Financial Management (max 1,5 pages)** |
| * *Indicate overall budget at immediate outcome level, MEAL, indirect costs, and other relevant cost-categories, as well as reflections and estimated funds for sub-granting to partners.* * *Describe overall procedures and mechanisms for financial management. Describe overall considerations relevant for financial management and monitoring of sub-granting to local partners.* |

# SECTION E: RESULTS FRAMEWORK

*The project must be written under Outcome 1 or Outcome 2 – or with immediate outcomes under each. See the overall DDI Program Results Framework on the DDI [website](http://www.digitaldemocracyinitiative.net/). The immediate outcomes of the project must be linked to two or more program level immediate outcomes.*

*Add immediate outcomes and outputs as necessary below. This is a short version of the results framework with only the preliminary immediate outcomes and outputs and no targets or indicators. A more detailed results framework will be part of the full proposal.*

|  |  |
| --- | --- |
| Programme | **DIGITAL DEMOCRACY INITIATIVE** |
| Programme Objective | Promote and protect local inclusive democratic space in the digital age |
| Impact Indicators | 1. Improved political rights and civil liberties based on Freedom House data. 2. Improved freedom country indicators from Freedom House reporting. 3. Improved freedom on the net country indicators from Freedom House reporting. 4. Improved ability to participate in selecting government, as well as freedom of expression, freedom of association, and a free media. This is included as a proxy for SDG 16: Peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable and inclusive institutions at all levels - as there is not sufficient data on this SDG. |

|  |  |
| --- | --- |
| Project Title |  |
| Outcome 1 | Inclusive democracy and civic space are expanded and protected through the improved use of digital technology for civic engagement by local civil society actors operating in restrictive contexts in the Global South. |

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| --- | --- |
| Immediate Outcome 1.1 | *[The short-term and medium term effects of project outputs on the target group]* |

|  |  |
| --- | --- |
| Output 1.1.1 | *Short-term result in the form of goods and services which result from a project activity* |
|  | |
| Output 1.1.2 | *Short-term result in the form of goods and services which result from a project activity* |

|  |  |
| --- | --- |
| Immediate Outcome 1.2 | *[The short-term and medium term effects of project outputs on the target group]* |

|  |  |
| --- | --- |
| Output 1.2.1 | *Short-term result in the form of goods and services which result from a project activity* |
|  | |
| Output 1.2.2 | *Short-term result in the form of goods and services which result from a project activity* |

|  |  |
| --- | --- |
| Outcome 2 | Strengthened digital resilience and security of pro-democracy civil society actors and more rights-respecting policies and standards safeguarding the use of digital technologies and online space |

|  |  |
| --- | --- |
| Immediate Outcome 2.1 | *[The short-term and medium term effects of project outputs on the target group]* |

|  |  |
| --- | --- |
| Output 2.1.1 | *Short-term result in the form of goods and services which result from a project activity* |
|  | |
| Output 2.1.2 | *Short-term result in the form of goods and services which result from a project activity* |

|  |  |
| --- | --- |
| Immediate Outcome 1.2 | *[The short-term and medium term effects of project outputs on the target group]* |

|  |  |
| --- | --- |
| Output 1.2.1 | *Short-term result in the form of goods and services which result from a project activity* |
|  | |
| Output 1.2.2 | *Short-term result in the form of goods and services which result from a project activity* |

# SECTION F: SIGNATURE

|  |  |
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| **SIGNATURE** | |
| **Intention to submit application**  By submitting this Concept Note for applying for a partnership under the DDI, the applicant (single or on behalf of a consortium) confirms being willing to submit a full proposal, if qualified and invited to do so. | |
| **Solemn declaration**  The applicant solemnly declares that the information and declaration by the applicant in this Concept Note are correct.  The lead applicant, represented by the undersigned, being authorized signatory of the lead applicant, and in the context of the present application, representing any co-applicant(s) and affiliated entity(ies) in the proposed project, hereby declares that:   1. The lead applicant has the sources of financing and professional competence and qualifications needed to undertake the project; 2. The lead applicant is directly responsible for the preparation, management and implementation of the project with the co-applicant(s) and partners, if any (including duty of care of involved employees), and is able to provide proof of the consent of the co-applicant(s) to be included in the present application; 3. The lead-applicant and each co-applicant (if any) is in a position to deliver upon request, the following supporting documents: documentation of legal entity and statutes, and audited annual reports for the last two financial years; a copy of the latest profit and loss accounts; 4. The lead applicant and each co-applicant (if any) are eligible in accordance with the eligibility criteria set out for this call for proposals.   We acknowledge that if the declarations or information provided proves to be false we may be subject to rejection from this procedure. | |
| **Signature** (of lead applicant representative) |  |
| **Name** |  |
| **Title** |  |
| **Place/date** |  |