



Concept Note Application Form

Call for Proposals for evaluations of interventions designed to prevent Violence against Children in Tanzania & Uganda

The Evaluation Fund, in collaboration with the Global & African Partnerships to End Violence Against Children, is launching a Call for Proposals for evaluations of interventions aimed at preventing violence against children in Tanzania and Uganda.

You can find more information about the scope of this Call and whether you might be eligible to apply on our website at www.theevaluationfund.org. This document is only intended to provide you with the list of questions that you will encounter in the Concept Note Application Form. The Concept Note Application Form is the first step in a two-step application process. Only shortlisted candidates will be invited to submit a Full Evaluation Proposal.

Please note that this document is meant for your own use but cannot be submitted directly to the Evaluation Fund. All applications must be submitted through the online system. You can submit your application here: <https://nef-europe.optimytool.com/en/>.

All applications must be submitted in English. In addition to completing the online form, all applicants will need to submit the CV or organizational profile of the proposed evaluator/evaluating organization as well as a certificate of registration that provides proof of the legal status of the organization(s) involved.

The deadline to apply is **26 July 2019, 23:59 East Africa Time**.

All questions and comments can be directed to the Evaluation Fund Secretariat at contact@theevaluationfund.org.

COVER PAGE: SUMMARY OF THE APPLICATION

This section is the **cover page** of your application and provides an overview of your concept note. More details on the same points will be requested in the subsequent sections of the form.

Main Applicant Title of organization submitting this application			
Type and role of main applicant <i>Please note that individuals, governments, intergovernmental organisations (such as the UN and their agencies) are not eligible to apply as main applicants but can be included below in the “partners” section. This call is particularly targeted at local/regional actors.</i>	Role of main applicant	Type of main applicant	Location of main applicant
	<input type="checkbox"/> Implementer (i.e. organization implementing the intervention) <input type="checkbox"/> Evaluator (i.e. organization evaluating the intervention)	If you are a practitioner/implementer: <input type="checkbox"/> Local NGO/non-profit organization <input type="checkbox"/> International NGO/non-profit organization <input type="checkbox"/> For-profit organization If you are an evaluator: <input type="checkbox"/> Local university/research institute <input type="checkbox"/> Foreign university/research institute <input type="checkbox"/> For-profit organization	<input type="checkbox"/> Tanzania <input type="checkbox"/> Uganda <input type="checkbox"/> Other (Specify)
Title of the proposed evaluation project			

Section 1. Organisation Background

Only one organization can apply as the **main applicant** and therefore serve as the recipient of funds. Either the implementing organization or the organization who wishes to conduct this evaluation project can serve as the main applicant. Since the partnership between the researcher-practitioner is fundamental to the success of the project and a requirement, it is expected that both parties work together to complete this application. Multilateral organizations, governmental agencies, and individuals cannot apply as main applicants but can be included as partners in Section 3.

Organization name				
Brief description of organisation <i>Max. 200 words</i>				
Number of paid staff				
Operational Budget in 2019	USD:			
Name of Director/Chief Executive				
Website (if any)				
Address	Street name & number		PO Box (if applicable)	
	City/Town		Country	
Name of Contact Person			Title of Contact Person	
Phone No. of Contact Person	Office Cell			
Email address of Contact Person				

Section 2. Intervention Background

This section allows you to provide a basic overview of the intervention you wish to be evaluated through this Call for Proposals.

Title of the intervention to be evaluated	
Brief description of the intervention <i>Max. 200 words</i>	

Location of intervention	Country(-ies): <input type="checkbox"/> Tanzania <input type="checkbox"/> Uganda <input type="checkbox"/> Other (Specify) _____		Specific cities and/or districts:	
Estimated number of direct beneficiaries (disaggregated by age and gender)	Disaggregated by age:	Disaggregated by sex:	Total:	
Implementation budget & Funders	Total budget (in USD): \$ Funded by: <i>NOTE: This refers to the <u>budget for the implementation of the intervention</u> and the donor(s) covering these costs. The funds to cover such costs must have already been secured through other funding sources. The Evaluation Fund will NOT cover the implementation costs, but only those related to the evaluation.</i>			
Duration & Status of Intervention Please indicate actual or prospective start date and end date.	<input type="checkbox"/> not yet started <input type="checkbox"/> on-going <input type="checkbox"/> concluded			
	Start date:		End date:	
Background Statement: Please introduce us to your organisation and the work of your organisation. How does your organization and the intervention you wish you have evaluated match the thematic focus, capacity needs, and scope of this Call for Evaluation Proposals? <i>Max. 500 words</i>				
Challenge Statement: Please elaborate on why and how evaluation research or implementation research would benefit your organisation and program and what you hope to learn from this evaluation. <i>Max. 500 words</i>				

Methods Statement:

Please elaborate on the type of methodology you would propose for this evaluation and why.

Max. 500 words

Section 3. Partnership(s)

Partners are formalized stakeholders to the proposed evaluation, serving as either implementers or evaluators. These partners can include: supporting organizations; local, regional, or national government offices; INGOs; intergovernmental organizations, bi-lateral or multi-lateral organizations; UN agencies; individuals; etc. This list can include as many formalized partners as needed. Strong partnership(s), especially between researchers and practitioners, are essential to the success of this project. **Partnership(s) are a requirement.**

Name of partner	Country	Role in the proposed evaluation project	Type of partner
1.	<input type="checkbox"/> Tanzania <input type="checkbox"/> Uganda <input type="checkbox"/> Other (Specify)_____	<input type="checkbox"/> Implementer (i.e. organization implementing the intervention) <input type="checkbox"/> Evaluator (i.e. organization/individual evaluating the intervention)	<input type="checkbox"/> NGO/CSO/non-profit org. <input type="checkbox"/> University <input type="checkbox"/> Research institute <input type="checkbox"/> Intergovernmental/Multi-lateral organization (including UN agencies) <input type="checkbox"/> For-profit organization <input type="checkbox"/> Government <input type="checkbox"/> Individual <input type="checkbox"/> Other (specify)_____
2.	<input type="checkbox"/> Tanzania <input type="checkbox"/> Uganda <input type="checkbox"/> Other (Specify)_____	<input type="checkbox"/> Implementer (i.e. organization implementing the intervention) <input type="checkbox"/> Evaluator (i.e. organization/individual evaluating the intervention)	<input type="checkbox"/> NGO/CSO/non-profit org. <input type="checkbox"/> University <input type="checkbox"/> Research institute <input type="checkbox"/> Intergovernmental/Multi-lateral organization (including UN agencies) <input type="checkbox"/> For-profit organization <input type="checkbox"/> Government <input type="checkbox"/> Individual <input type="checkbox"/> Other (specify)_____
3.	<input type="checkbox"/> Tanzania <input type="checkbox"/> Uganda <input type="checkbox"/> Other (Specify)_____	<input type="checkbox"/> Implementer (i.e. organization implementing the intervention) <input type="checkbox"/> Evaluator (i.e. organization/individual evaluating the intervention)	<input type="checkbox"/> NGO/CSO/non-profit org. <input type="checkbox"/> University <input type="checkbox"/> Research institute <input type="checkbox"/> Intergovernmental/Multi-lateral organization (including UN agencies) <input type="checkbox"/> For-profit organization <input type="checkbox"/> Government <input type="checkbox"/> Individual <input type="checkbox"/> Other (specify)_____

You may have up to 7 partners.

<p>1. Partnership Statement: Please explain the roles and responsibilities of the formalized partnerships you have identified above. How will these different stakeholders be involved at different stages of this evaluation project, beginning with the design of the Full Evaluation Proposal? What opportunities for mutual learning and knowledge transfer do you envisage?</p> <p><i>Max. 500 words</i></p>	
<p>2. Impact Statement: Please explain how the proposed evaluation is linked to the local, national, and/or regional priorities, as well as the relevant stakeholders that you plan to work with in order to ensure the sustainability and impact of this evaluation.</p> <p><i>Max. 500 words</i></p>	

Section 4. Budget & Timeline

Estimated start date and end date of the evaluation project	Start date: End date: NOTE: The evaluation project is expected to end <i>no later than December 2021</i> .													
3.8 Estimated evaluation budget (USD) This refers only to the costs for the evaluation (not those for the implementation of the intervention).	<table border="1"> <tr> <td>TOTAL EVALUATION BUDGET</td> <td>\$</td> </tr> <tr> <td>Co-funding (if any)</td> <td>\$</td> </tr> <tr> <td>Funds requested from the Evaluation Fund</td> <td>\$</td> </tr> </table> <p>If co-funded, please specify source of funding and amount:</p> <table border="1"> <thead> <tr> <th>Amount (or estimated value of in-kind contribution if applicable) in USD:</th> <th>Funding source:</th> </tr> </thead> <tbody> <tr> <td>\$</td> <td></td> </tr> <tr> <td>\$</td> <td></td> </tr> </tbody> </table> <p>NOTE: A budget breakdown – reflecting the estimates indicated in the present concept note - will be required in the 2nd phase of the application process.</p>		TOTAL EVALUATION BUDGET	\$	Co-funding (if any)	\$	Funds requested from the Evaluation Fund	\$	Amount (or estimated value of in-kind contribution if applicable) in USD:	Funding source:	\$		\$	
TOTAL EVALUATION BUDGET	\$													
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Amount (or estimated value of in-kind contribution if applicable) in USD:	Funding source:													
\$														
\$														

SUPPORTING DOCUMENTS & ATTACHMENTS

- Organizational profile and/or CV** of the proposed evaluator(s) – in English
- Certificates of registration**, which provide proof of legal status of both the implementing organization as well as the evaluating organization (if applicable). These documents should include appropriate notarized stamps.