

2022 CALL FOR CONCEPT NOTES - TEMPLATE

All submissions for the 2022 Call for Concept Notes will need to be made on the MPTFO portal by the PUNO focal points. Email submissions of word documents will not be accepted.

1. GENERAL INFORMATION

Concept Note/Project title	<i>The title should be brief and convey the essence of the project</i>
Anticipated Start Date	<i>The start date should be no earlier than January 2023.</i>
Anticipated End Date	<i>The duration of should be between 18 months and three years.</i>
Brief Overview 500 words	<i>Provide an executive summary of your intended concept note/project's approach and its expected results.</i>
Geographical Scope	<p><i>The MPTFO portal provides the following fields:</i></p> <ol style="list-style-type: none"> <i>1. Geographical scope – applicants can select from the following: global/inter-regional, regional, country or subnational level.</i> <i>2. Name of the region – it is an open field but instead of the name of the region, list the countries if it is a multi-country approach.</i> <i>3. Region(s) – applicants select from drop-down menu.</i> <i>4. Country(ies) – only one country can be selected in the system so if you have a multi-country project, list countries in the field in point 2 above and leave this empty.</i>
Participating UN Organization(s) and their implementing partners	<p><i>The MPTFO portal provides the following fields:</i></p> <ol style="list-style-type: none"> <i>1. Participating UN organizations – applicants should select the UN organization(s) that will receive project funds directly from MPTFO.</i> <i>2. NGOs – not applicable for this Call. Leave empty.</i> <i>3. New entities – not applicable for this Call. Leave empty.</i> <i>4. Implementing partners – applicants should list all government, IGO, non-PUNO UN organizations, NGOs, academia that will be involved in the implementation of this project.</i>
Applicants	<i>Do not fill in.</i>
Contacts	<i>The applicant can use this field to invite other PUNOs to collaborate in the Concept Note.</i>
Universal markers: Gender equality	<i>Pick from dropdown. Your selection will indicate the extent to which Gender Equality and Women's Empowerment is an objective of this approach.</i>

Universal markers: Risk	<i>Pick from dropdown. Your selection will indicate at a very broad level whether the level of risk of implementing this Concept Note will be high, medium or low.</i>
Fund-specific marker: Core Strategic Priorities	<i>Indicate which of the five strategic priorities this initiative primarily contributes to – multiple selections are possible.</i>
Estimated budget (in US\$)	<i>1. Indicate the amount requested from the UNRSF 2. Separately indicate the estimated US\$ value of co-financing. If no co-financing value is available, please mark zero.</i>
SDG targets	<i>Indicate the SDG targets that the Concept Note will contribute towards</i>

2. NARRATIVE

FOUNDATION	
Purpose: Why are we doing the project? 200 words	<i>Provide the problem statement and specific project objective(s)</i>
PEOPLE	
Sponsorship: Who is accountable for the project? 300 words	<i>Name the main partners who are directly responsible for implementing the project and briefly outline how</i>
Stakeholders: Who will benefit from and be affected by the project? 300 words	<i>Name the main stakeholders that will directly benefit from and be affected by the project and briefly outline how</i>
Stakeholders: Which vulnerable road user groups will be directly affected by the project? 100 words	<i>If applicable, list which vulnerable road user group will be directly affected and briefly outline how</i>
Resources: What expertise is needed to deliver the project successfully? 300 words	<i>List the specific project management, technical and substantive expertise that exists or will be recruited to deliver the project</i>
Resources: How have the intended implementation partners demonstrated this expertise? 200 words	<i>Give concrete examples illustrating the expertise listed above.</i>
Engagement: How have government officials in the beneficiary country(ies) been engaged in Concept Note development? 300 words	<i>List the government officials that have been engaged, indicating whether they have been informed, consulted or involved.</i>
OUTCOME	
Deliverables: What critical aspect of the National Road Safety Plan/Strategy (NRSP/S) will this project address in response of the	<i>Briefly explain which of the NRSP/S priority(ies) will be addressed through the project.</i>

stated road safety challenge? 200 words	
Deliverables: Which of the UNRSF core and special priorities will this project address? 200 words	<i>Briefly outline how the project will address UNRSF core and/or special priorities</i>
Plan: What is the expected sequencing of the project deliverables? 300 words	<i>List the specific indicators of achievement of the project with their target dates</i>
INVESTMENT	
National ownership: Explain what government action has already taken place or is planned to take place in support of this critical aspect of the national road safety 500 words	<i>Use examples from the NRSP/S, if it exists, or from other government commitments.</i>
List the sources and type (in-kind or cash) of co-financing	<i>List in US\$</i>
Efficiency: Indicate how much (US\$) of the budget will go towards 1) Staff and other personnel costs; 2) Equipment, vehicles and furniture including depreciation; 3) Travel; 4) Transfers and grants to counterparts	
IMPACT	
How will we know that the project is successful? 300 words	<i>Describe the specific and measurable positive impacts of the project, mentioning specific SDG targets where appropriate. Outline which key metric(s) will be used to assess project success after the project has ended.</i>

3. SDGs

SDG targets	<i>Select the SDG targets that the project will be contributing towards from a pre-loaded list of the Goals. They may be in either of the three categories determined by the Fund: Main Goals; Secondary Goals and Contributing SDG Goals.</i>
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4. DOCUMENTS

In this section applicants can upload supporting documents of the Concept Note to complement the narrative section. They will be categorized as “Other Docs” as default, and the description can be included in the document abstract.

5. SUBMISSION

Only the PUNO focal points are allowed to submit the Concept Note via the MPTFO portal. This submission is received by the UNRSF secretariat. Once all sections of the Concept Note

application are complete, each line will show a checkmark and the “Workflow” section will appear green. At this point, the Applicant can hit the submit button.

The PUNO focal point should include a [Comment] to the secretariat before officially submitting the Concept Note. The Submit button is available below the section for comments.

The Applicant can also use the "print" function to see the full Concept Note and save a pdf copy as record.

Please complete all sections, including the “comments,” to enable the Concept Note submission.
