

**icipe/BIOINNOVATE AFRICA
Template for Concept Notes**

Important Information

a. Your concept note should be **7 to 9 pages** including references.

b. Use Times New Roman font, size 12, normal margins (2.54cm for top, bottom, left and right margins), single spacing, portrait orientation.

c. Attach the following documents on the online application system:

- i. A completed concept note.
- ii. Proof of legal status of the organisation, e.g., certificate of registration or incorporation, statute, gazette, etc. for each project partner organisation.
- iii. The latest audited financial statements for each project partner organisation or a commitment to submit if the concept note is shortlisted.
- iv. A signed letter of support from the head of the organisation.
- v. A two-page CV of each project team member.

d. The deadline for submission of concept notes is **19th July at 23:59 hours EAT**. Please, note that the online system will be inaccessible after the deadline.

1. Project title

The title of your concept note should be clear and concise.

2. Team members

List all project team members and their organisations of affiliation, starting with the Team Leader. State the role of each team member in the project.

	Name	Organisation	Country	Role in the project
1	xxx	xxx	xxx	xxx

3. Background

Explain the field of your biobased innovation, its global and regional outlook and why you believe it is important for eastern Africa. Explain if similar work has been done elsewhere, and the missing links or gaps your project intends to address.

4. Development objective

State what your project aims to achieve.

5. Expected outcomes (s)

Explain the expected changes in behavior and/or practice that your project will make.

6. Expected outputs (s)

Explain the expected tangible results from your project.

7. Beneficiaries

Describe the direct and indirect beneficiaries of your project, and how they will benefit from your project.

8. Activities

Describe the main activities of your project, and the tools you will use to carry out the activities.

9. Regional benefit

Explain the relevance of your project to the eastern Africa region and why a regional approach is a better option for your project.

10. Innovation

Explain what is new or unique about your project. Indicate whether the idea or technology your project is working on has been tested or deployed elsewhere, especially in Africa.

11. The need/challenge

Explain the regional challenge or need that your project will address.

12. Link to business

Describe the business or market potential of your project.

13. Environmental sustainability

Describe the potential contribution of your project to carbon emissions reduction, biodiversity conservation and ecosystem services improvement.

14. Gender considerations

Describe how your project addresses gender issues.

15. Ethical issues

Discuss the ethical implications of your project, and how you intend to address them.

16. Matching support

Describe the matching support (either in-kind or in-cash) that your organisation will provide to the project, the sources of the support and how these will benefit or add value to the project.

17. Budget

Indicate the total proposed budget of the project.

	Budget item	Partners (min 3, max 5) (name the partners)					Total	Matching Support (15% of total budget)
		1	2	3	4	5		
1	Personnel (not to exceed 20% of the budget)							
2	Capital assets							
3	Facilities & minor civil works							
4	Supplies & services							
5	Travel & transport							

6	Operational costs							
7	Overhead (a maximum of 10%)							

18. Reference
List your references.

Note: Please, refer to the detailed Call guidelines for detailed information on the above sections.