Annex 4

CONCEPT PAPER OUTLINE
Return Projects

I. BASIC INFORMATION

The summary page should include the following information:

- Name of the applicant organisation
- Project title
- Identification of area of intervention: Municipality, village/neighbourhood
- Contact information (name, address, phone, fax, e-mail)
- Date of submission
- Total amount of funding requested.

II.   PROBLEM DESCRIPTION (1 page)

The focus of this section is on the situation that activities will address rather than the organisation's own internal institutional capacity and activities.
Describe:
- The specific problems the project will address;
- The causes of the problems;
- Who is affected (including targeted beneficiaries) and how;
- Relevant policy and operating environment issues; existing programmes, activities, organisations contributing to address the problem;
- Provide analysis of strengths, weaknesses, and/or gaps in existing initiatives;
- Identify challenges the project will address;
- Indicate who was consulted in the development of the concept paper (e.g. Municipal structures/relevant departments, IDPs/Refugees, etc.); and
- Include information on previous discussions undertaken within the MWG that led to the design of the concept paper.

III.   PROJECT DESCRIPTION (3-5 pages)

Project Goal and Objectives

Goal and Objectives: These should be a statement of impact that will be achieved (e.g. explain what the end state/status/impact will be at the conclusion of this project, not the process/steps/activities that will be undertaken). These should directly connect to the specific problems identified and prioritised in Section II above.

Beneficiaries: This section should describe which activities led to the identification of the genuine wish to return of the concerned potential beneficiaries (e.g. GIVs and GSVs undertaken, cross-boundary work done by the NGO, contact established with IDP community concerned). It should describe who the target group (e.g. beneficiaries) is that will be benefiting/participating in the project, and the anticipated number. Organisations should include in their description the target group's characteristics such as: gender, ethnicity, place of origin, place of displacement, date and environment (e.g. during or after the conflict) of departure, and other relevant characteristics.

Project Strategy

Describe the project's overall strategy and approach. This should clarify how project implementation will address key constraints identified in the problem analysis. Provide a thorough justification of the choice of interventions and strategies, including identification and analysis of alternative approaches.

The project strategy should reflect the assessment made of the security situation and freedom of movement in the potential return location, how it will affect the return process and what measures are anticipated to be taken to overcome those obstacles, if identified. It should also take into consideration needs that might be in place when return actually happens for temporary/emergency assistance to returnees.

Present the project strategy for each objective listed in Section III A above. This should include a discussion of the project's strategy, approach/methodology and essential activities of each intervention. In particular, the strategy should describe the approach that will be used to identify beneficiaries.

When describing the projects strategy, you should integrate the following three elements.

Multi-sectoral approach: It is not expected that one NGO should address all of these aspects in one single project, but in the presentation of the concept paper, the NGO should state who or how the other aspects could be addressed by other partners. (See the box to the right.)

Partnerships: Describe anticipated partnerships with the MWG, other NGOs, organisations, associations, private sector businesses and/or governmental institutions. This should include the rationale for the relationship, activities to be carried out with the partner (or solely by another partner- e.g. a collaborating NGO implementing partner).

Timeframe: In a concept paper it is not necessary to provide a detailed implementation plan. However, when preparing the Project Strategy section of the Concept Paper, you should already have some general idea of what activities will be undertaken, timeframe, and by whom

Multi-sectoral project components

Housing/Accommodation.

Infrastructure - if not sufficient, what temporary measures will be needed.

Economic Livelihood - employment, income generation, subsistence measures.

Health, Education and Community Services - availability and access to Health assistance and Education, as well as access to Municipal civil services, existence/need for community centers

Inter-ethnic Dialogue, Community Relations and Balancing Projects - activities that engage both local returning and receiving communities in the return process.

Sustainability

Describe what the project will leave in place at the conclusion of implementation, and how the project will demonstrate this is achieved. Describe how the proposed project addresses the multi-sectoral needs of a return population in order to achieve sustainability. For example, an NGO may select to partner with another NGO to provide the range of assistance needs required. Describe the financial or other support required to sustain project-related activities or benefits after the end of the project.

IV. Organisational Capacity (maximum 1 page)

Briefly describe your organisation's expertise and experience in the proposed areas/sectors of intervention. This should include your experience in Kosovo and with the targeted beneficiaries.

V. Financial Resources (maximum 1 paragraph)

Briefly state the financial and other resources that will be required to undertake this project. It is not necessary to provide a detailed budget, but an indication of the level of funding required. In this section it is important to indicate the funding requirements for each of the sectors the return project aims to address and its justification.