**ANNEX A**

**Concept Note Template**

**RFA#** CATALYZE-217772-APEP-2023-0074

Organizations responding to PART 1 of this RFA should complete the following format. Please include required attachments (if necessary) and submit the concept note to [CATALYZE.Procurements@thepalladiumgroup.com](mailto:CATALYZE.Procurements@thepalladiumgroup.com).

|  |  |
| --- | --- |
| **1. Organizational Information** | |
| **Name of Organization:** |  |
| **Address:** |  |
| **Name and Title of Point of Contact:** |  |
| **Email:** |  |
| **Phone:** |  |
| **Website:** |  |
| Is your organization legally registered?: YES\_\_\_\_\_\_\_ NO\_\_\_\_\_\_\_\_\_  If you have proof of registration, please include the date and type of registration: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ***Please provide copies of registration documents with your concept note as an attachment.***  Are you (or your organization) part of the government or a government structure? YES\_\_\_\_\_\_\_ NO\_\_\_\_\_\_\_\_\_  Are you affiliated with a political party or a participant in political activities? YES\_\_\_\_\_\_ NO\_\_\_\_\_\_\_\_\_ | |
| **Please describe the mission and purpose of your organization: (no longer than 2 paragraphs):** | |
| **2. Technical Information** | |
| **a)** **Proposed Activity** | Provide a description of how and by whom the activities will be implemented, including leadership and number of staff or workers (where applicable). Description should include structure of the program including cohort timeline, selection criteria, assistance/training offered, organizational resources available to carry out activities to reach 10 target countries, and additionality to current offerings available:  Applicants are not required to directly operate in 10 target countries, but concept notes should detail a strategy that will be employed to reach target countries (such as coordinating with local partners to increase geographic coverage). Applicants not intending to cover all 10 target countries must adjust their budget and outcome targets accordingly.  Other considerations to be included in this section are (1) the potential leverage provided by the applicant, (2) the inclusiveness of the approach proposed to include underrepresented groups, and (3) the activities that will be undertaken to strengthen the entrepreneurial ecosystem. | |
| **b)** **Past Experience** | Detail previous experience with similar acceleration programs and models, as well as the results and success of such programs. The concept note should also detail the applicant's experience working within the 10 target countries of the activity. | |
| **3. Financial Information** | | |
| **Estimated Funding Required** | Provide an estimate of the total amount of funding required to implement the proposed activities, including for goods or services, as well as details of what resources the applicant will contribute to the program in cash and/or in kind through other funding sources (if applicable). | |

**CERTIFICATION**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ certify that this concept note is current, complete, and correct.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title

***ANNEXES:***

*a)* *Copy of legal registration*

*b)* *Other applicable documents*