**ATTACHMENT A**

**Concept Note Format – RFA # CATALYZE-217772-ECCE SA-2024-0076**

Organizations responding to Step 1 of RFA # CATALYZE-217772-ECCE SA-2024-0076 must complete the following form, attach relevant annexes as seen at the bottom of the template, and submit it to the [catalyze.procurements@thepalladiumgroup.com](mailto:catalyze.procurements@thepalladiumgroup.com) with the subject line *Insert Organization Name:* RFA-CATALYZE-217772-ECCE SA-2024-0076. Forms are due by **25 October 2024.**

|  |  |
| --- | --- |
| **RFA Number and Name:** | |
| **1. Organizational Information** | |
| Name of Organization: |  |
| Address of Organization: |  |
| Contact Name and Title: |  |
| Email: |  |
| Telephone: |  |
| Website: |  |
| Are you legally registered in South Africa? YES\_\_\_\_\_\_\_ NO\_\_\_\_\_\_\_\_\_  If yes, Date and Type of Registration \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *Please provide copies of registration documents with your completed form as an annex.*  Are you a part of the government or any government structure? YES\_\_\_\_\_\_\_ NO\_\_\_\_\_\_\_\_\_  Are you affiliated with any political party or engaged in partisan activities? YES\_\_\_\_\_\_\_ NO\_\_\_\_\_\_\_\_\_ | |

|  |  |
| --- | --- |
| **2. General Information** | |
| **Describe your organization’s mission and purpose (*no more than 2 paragraphs*)** | |
| **a) Problem Statement** | Briefly explain the problem/ challenge your organization is facing and how ***CATALYZE*** ***Lead-Safe Early Childhood Care and Education (ECCE) South Africa Activity*** can help your organization overcome this problem/challenge. |
| **b) Proposed Approach/Activities** | 1. Provide a general description of who the beneficiaries of the proposed activities are and the intended impact on them, and how the proposed approach, including how the applicant’s proposed activities meet Lead-Safe ECCE South Africa Activity’s concept note evaluation criteria: |
| 1. Describe how and by whom the activities proposed above will be implemented, including leadership and number of staff (where applicable): |
| **c) Technical Experience** | Describe your organization’s experience, including recent experience implementing public health interventions in marginalized communities or capacity building for ECD centers, including leadership and number of staff or workers (where applicable), and their outcomes: |
| **d) Private Partnership Approach** | Please provide a description of the proposed private partnership and how it would be strategic for increasing funding for improving the health and safety of ECD centers in South Africa. |
| **e) M&E Plan** | Please provide your plan for how the activity will monitor and evaluate progress towards achieving goals and objectives. |
| **3. Financial Information** | |
| a) Estimated Funding required |  |
| b) Proposed Co-Funding or Leveraging |  |

**CERTIFICATION**

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

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

Signature Name

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

Title of Authorized Signatory

***ANNEXES:***

1. *Copy of the organization’s legal registration under the laws of South Africa.*
2. *Copy of the organization's chart and bylaws and power of attorney of the authorized signer*