



Department  
for International  
Development



## **Call for Concept Notes from the DFID Yemen programme**

**Issued: 21<sup>st</sup> April 2013**

**Deadline for submission: 12 noon, 28<sup>th</sup> April 2013**

DFID Yemen is issuing a call for concept notes from potential partners (multilateral and regional organisations; international and national non-governmental organisations; or private sector) to enable DFID to work with partners to respond to needs outlined in our humanitarian strategic framework. Recognising the protracted nature of the crisis DFID will move from single to multiyear funding.

This call is seeking to programme **up to £40 million**. This call for concept notes is for a grant period which will last from 2013–2015. We envisage that additional funding will be available to cover subsequent needs.

### **DFID's objectives**

The strategic framework outlines DFID's focus sectors and intended results. We will also be guided by priorities laid out in the Yemen CAP. DFID will aim to reach at least 500,000 people per year and will work with partners to specify more precisely the scale and reach of programming.

### **Priority caseloads**

- i. communities affected by food insecurity and malnutrition;
- ii. communities affected by conflict, including IDPs, returnees, host communities and others whose lives and livelihoods have suffered; and
- iii. refugees, migrants and asylum seekers.

All partners are strongly advised to ensure any concept note fits within this and to be clear about the theory of change underpinning the link between inputs and anticipated impact.

### **Application Process**

**As a first step, organisations are invited to submit concept notes of no more than 5 pages by 12:00, 28<sup>th</sup> April 2013, Yemen local time.**

- Concept notes must be accompanied by an indicative budget and a results framework in a log frame format, clearly stating outcome, outputs, indicators, milestones, targets and assumptions.
- This should include indicative expenditure per UK financial year (1<sup>st</sup> April – 31<sup>st</sup> March) based on anticipated receipt of funds in July/August 2013.
- An indicative format is attached (ANNEX A in the humanitarian response funding guidance note), or if generic concept notes have been written for several donors or pooled funds, we will accept these to avoid duplication.
- Concept notes relating to refugees/migrants/asylum seekers or coordination are requested to be kept separate from other applications.

*To be read with accompanying documents: DFID Strategic Framework for Humanitarian Funding in Yemen 2013-2015 & DFID Humanitarian Response Funding Guidelines.*

- A maximum of two concept notes per partner will be accepted as partners can submit independent or joint/consortia concept notes simultaneously.
- Financial information must be converted to pounds sterling.
- Personnel costs should include all employment costs.
- Concept notes and full proposals will be judged and weighted against pre agreed criteria by an internal review panel.
- Successful short listed concept note candidates will be contacted by and will be invited to submit a fuller proposal by 1<sup>st</sup> May, in a format which DFID will provide. If rejected, DFID will provide brief feedback in due time.

For the 2<sup>nd</sup> step, successful candidates will have 10 working days to submit their proposal – deadline for full proposal submission will be 12 noon, 17<sup>th</sup> May 2013, Yemeni local time. Please do not prepare a full proposal unless invited to do so by DFID.

### **Risks – security and fiduciary**

Given the fragile operating environment in Yemen, the UK will not consider supporting any programme that is not mitigating risks through an extremely thorough risk analysis and management system.

- Security: This includes staff security considerations, for the organisation applying for funding and for implementing partners.
- Due diligence & anti-corruption measures - the level of detail required for this will be proportionate to the risk and scale of the intervention and will be discussed with partners after the submission of full proposals. Please refer to the attached guidance for details on DFID's Due Diligence process.

For concept notes stage, we just require evidence of consideration of the above.

### **Eligibility**

- DFID will consider support to programmes in all parts of Yemen.
- All potential partners must be registered with the Government of Yemen and active in the relevant sectors in Yemen.
- All funds must be spent within two years of receipt of funds.
- Organisations should familiarize themselves with the 'eligibility' and 'criteria' headings, as set out in the "Humanitarian Response funding guidelines for NGOs", before applying (p5&6).
- Criteria will include standard DFID humanitarian programming criteria considerations (as outlined in guidance attached at p6 e.g. adherence to appropriate international principles including Sphere, HAP etc.)
- Yemen specific criteria and guiding principles in line with DFID Yemen's Strategic Framework priorities will also inform decision making.

### **Funding modalities**

- Individual, joint or consortia based models will be considered. For the latter, demonstrable evidence of the added impact and benefit of the model must be clearly stated. These should focus on sectoral or geographical alignment and demonstrate lessons learned from previous models in Yemen or elsewhere.

### **Multi-year funding**

For partners that are requesting multiyear funding, please demonstrate the following in relation to the change in funding length:

- How the project fits within longer term planning horizons (i.e. beyond the next 2 years). DFID is keen to see partners longer term strategies and vision for humanitarian and early recovery support in Yemen. While the initial call will focus

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on the first two years of programming, we welcome funding horizons beyond the two years where you anticipate future needs.

- Gains anticipated from the multi-year funding opportunity– including, but not limited to, impact and efficiency.
- Anything less than a two year concept note will require a strong justification.

**To be successful, organisations will need to demonstrate they can provide** high quality results; that the proposed programmes are viable, contributing to DFID's objectives and that they can deliver value for money for DFID and beneficiaries.

**Concept notes with the following elements will be prioritised:**

- The basis on which communities have been targeted and how interventions will be coordinated with other actors is clear.
- Awareness of the differential impact of interventions according to gender and that all reporting will be disaggregated by gender.
- Interventions are part of a longer term strategy that shows strategic thinking about increasing resilience and supporting fragile states.
- Building systematic and sustainable capacity for national NGOs in humanitarian response is a strong component of the plan.
- A well thought through exit strategy is in place from the outset.
- Strong value for money rationale.
- Interventions that offer an integrated response to address the inter-related nature of humanitarian needs in Yemen.
- Demonstrate knowledge of and coordination with longer term development programming going on in the area of intervention.
- Demonstrate knowledge of the most vulnerable within the target group and the likely impact of programming (for example on UAMs, marginalised communities)
- Demonstrate strong contextual knowledge and conflict sensitivity with a clear do no harm approach embedded within programming
- Demonstrate ability to assess and mitigate environmental impact, particularly regarding water scarcity
- Demonstration of complementarity with existing DFID funding or programmes is also welcome where possible.

معلومات للمنظمات غير الحكومية الوطنية

سيتم بذل كل جهد ممكن لضمان أن الطلبات الواردة باللغة العربية من "المنظمات اليمنية" سوف تحضي بكل الاهتمام، وستكون " شريحة بازراعة " أحد أعضاء فريق وزارة التنمية الدولية البريطانية جاهزة لإستقبال المزيد من النقاش أو تقديم الدعم في تطوير مفهوم المسودة و تقديم أي ملاحظات عليها.

[S-Bazarah@dfid.gov.uk](mailto:S-Bazarah@dfid.gov.uk)

### **Further information**

- Please note that if we invite you to prepare a proposal, this is not a guarantee that your application will be successful. It is therefore important that you do not enter into any formal commitments or raise the expectations of your partners or other donors while you are going through the application process.
- Concept notes, proposals and answers to specific questions you may have on this process, should be e-mailed to [H-McElhinney@dfid.gov.uk](mailto:H-McElhinney@dfid.gov.uk) and [R-McDougall@dfid.gov.uk](mailto:R-McDougall@dfid.gov.uk)

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