

Guidance for producing a concept note

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1 Guidance for producing a concept note

If you have decided which project to propose, follow the steps below. If you want guidance for how to analyse your needs and prioritise, you can watch the video on problem analysis.

- A. **What** do you want to accomplish with your project? The answer is your project objective and should be written in box no 4 below.
- B. **Why** do you want to accomplish that? The answer to that question is your project purpose and it goes into field no 5.
- C. Back to the objective in field no 4. **How** will you accomplish your objective? What are the necessary steps to be taken? What needs to be in place before you can accomplish your project objective? We call them outputs and you will describe them in field no 3.
- D. In order to achieve outcomes, you will need to carry out activities of various kinds. Each activity or group of activities will lead to one of the outputs. Describe them in fields 2 (activities), and 3 (outputs).
- E. What resources financial, human or otherwise do you need to carry out your activities? They are your input. Describe them in field 1.
- F. Once you have entered content in each field, you should start **checking your logic**. You can check from 1-5 by asking questions like:
 - a. Will this input be enough to carry out the activities?
 - b. Will these outputs lead to this outcome?
- G. You will now also start to think about other factors. Will certain conditions be required for the outcomes to be achieved by your outputs? A farmer can plough and sow seeds, but without rain there will be no outcome, i.e. harvest. You have to consider such factors in your project, and plan for them. The farmer can harvest rainwater in the winter in order to be able to water the fields in the summer. You should do similar things in order to prepare the right conditions for your project. It can be many different things. For example, to involve certain key partners or acquire certain necessary skills or knowledge etc.
- H. Add them as activities in box 2 and in your narrative. You should also begin to consider such important issues as gender equality, environment and poverty reduction could be affected by your project. Also, other important issues could be worth analysing in this way.
- I. Narrative description. With the building blocks you just made as a base, you can now write a brief narrative description (400-500 words) your project. Below you will also find helpful questions to help you along with the narrative description.

2 Project building blocks

You can click your cursor (click twice slowly) in any box and start writing. It expands automatically if necessary.

1 Input	2 Activities	3 Outputs	4 What? Project objective	5 Why? Project Purpose
<i>All resources necessary to carry out the activities.</i>	<i>All activities, large or small, necessary to deliver the planned outputs, and to produce the right circumstances</i>	<i>Direct results of each activity or group of activities</i>	<i>Combined outcome of all outputs under the right circumstances</i>	<i>The longer term impact of the project outcome</i>
Your text...	Your text...	Your text...	Your text...	Your text...

3 Narrative description

Use the following questions as guidance for the text:

- 1 What is the context of the project?
- 2 What problems and needs are your project addressing?
- 3 What will happen in the project?
- 4 What will be the effect of the project?
- 5 How will the resources, financial, human or otherwise be secured to carry out the project?
- 6 What partners and supporters are necessary to involve in order to make this project successful?
- 7 How will such important issues as gender equality, environment and poverty reduction be affected by your project?