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**CONCEPT NOTE TEMPLATE**

# **MAVA intergenerational leadership programme**

# ***Let’s develop and implement a dual approach with young and senior professionals for developing young talents within MAVA partners***

Please complete the template below and send back by 29 September 2017, respecting the page limits suggested.

Questions on this call can be addressed to: [question.youngleaders@fondationmava.org](mailto:question.youngleaders@fondationmava.org)

Applications shall be sent to: [proposal.youngleaders@fondationmava.org](mailto:proposal.youngleaders@fondationmava.org)

# **Applicant´s Profile**

**LEAD APPLICANT**

**Name of organisation:**

* **Full Address:**
* **Website:**
* **Annual budget:**
* **Number of Staff:**

**Name of Team Leader:**

* **Email address:**
* **Phone (landline and mobile):**
* **Skype ID:**

**Please annex CV or linkedin profile of team leader**

**CO-APPLICANTS** *(please provide the information below for each co-applicant)*

# ***Name of organisation:***

* **Full Address:**
* **Website:**
* **Name of Team Leader:**
* **Email address:**
* **Phone (landline and mobile):**
* **Skype ID:**

**Please annex CV or linkedin profile of team leader**

# ***Name of organisation:***

* **Full Address:**
* **Website:**
* **Name of Team Leader:**
* **Email address:**
* **Phone (landline and mobile):**
* **Skype ID:**

**Please join CV in annexes or linkedin profile of team leader**

# **THE PROPOSAL**

**Introduction: Please highlights and summarize in 3-4 bullet points the strongest point of your proposal**

1. **Previous and/or current experience(s) relevant to this call of proposals *(max. ½ page)***

*Describe your most relevant experiences undertaken in the past 5 years that will demonstrate your aptitude and skills to implement this work*

1. **Main lessons learnt from your experiences that influenced your proposal (max ½ page)**
2. **Description of the approach *(3 pages)*** 
   1. **Approach and justification (Max. 1 page).**

*Describe the general approach and why it will have the desired impact in particular on targeted audience. In particular, please justify (how the design and content of activities address the needs and challenges of the young professionals, support better mentorship and coaching by senior professionals and better understanding and collaboration between young and senior professionals.*

**3.2 Describe programme activities, outputs and expected results.** *Please fill in the table below. Add rows as required.*

|  |  |  |
| --- | --- | --- |
| **Description of activities** | **Budget** | **Related output** |
| **Result 1:** *Present expected result* | | |
| **A.1.1** |  |  |
| **A.1.2** |  |  |
|  |  |  |
|  |  |  |
| **Result 2:** *Present expected result* | | |
| **A.2.1** |  |  |
| **A.2.2** |  |  |
|  |  |  |
| **Result 3:** *Present expected result* | | |
| **A.3.1** |  |  |
| **A.3.2** |  |  |
|  |  |  |

**3.3 Describe how the activities/actions identified will support engagement and implication of senior professionals to embrace horizontal leadership? (Max. half page)**

**3.4 Describe the selection process of the participants to the programme (team of junior and senior professionals of a MAVA partner organisation) (Max. ¼ page)**

1. **Partners, if any *(½ page)***

Who are the main partners involved in the implementation of the programme and why? What are their responsibilities?

1. **Mitigating risks in programme implementation *(Max. half page)***

Please describe the main risks of the programme.

Use the table below and add rows as needed.

|  |  |  |
| --- | --- | --- |
| **Description of risks** | **Level of risk**  (high, medium low) | **Probability of risk**  (high, medium low) |
|  |  |  |
|  |  |  |
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1. **Learning, replication and sustainability *(Max. half page)***

*How do you plan to share learnings from this programme and inspire others to embrace this intergenerational approach?*

1. **Budget *(Max. 1 page)***

*Describe total budget requested. Provide breakdown per year, activities and if several partners, per partner. Management fees should not exceed 12.5% of the total budget.*

1. **Monitoring & Evaluation (Max. ½ page)**

*Describe how you will monitor and evaluate progress and results at individual level and their organisation*