

## CONCEPT NOTE SUBMISSION FORMAT

All concept notes shall be submitted in the format laid down as follows:

1. Cover letter from the applicant
2. Concept Submission form
3. Organisation Profile and Experience
4. Details of legal registrations; i.e. Government, MRA, RBM, NGO Board, CONGOMA, any other registration from applicant's country, etc.
5. CVs of key staff
6. Audited Accounts
7. List of Board Members and their qualifications
8. Board Meeting Minutes
9. If any partner profile.
10. Reference letters.

All this information must be compiled in one **folder** with the documents in **.PDF** or **.DOCX** formats and appropriately labelled as listed above. Each section must be separated with a divider. The document must be submitted in both the hard copy and a flash disk or electronic copy on a link provided in the Concept Submission form.