

**Hispaniola People to People (P2P) Conflict Mitigation (CM)
Dominican Republic**

**Notice of Funding Opportunity (NOFO)
No. 72051721RFA00001**

Concept Note Template

The main body of the concept note (Section II) must not exceed five (5) pages single-spaced and must use 12-point Times New Roman font and one-inch margins on the electronic equivalent of 8.5 x 11-inch paper, with page numbers in the footer. The concept note and supporting information must use the format described below and be written in English. Any concept notes that do not follow the instructions will be disqualified and not be reviewed. **The concept note must be submitted to mcalderson@usaid.gov by no later than 11:59 p.m. EST on February 26, 2021.** Applications submitted after the deadline will not be reviewed. Both the email subject line and document file name should follow this naming scheme: “72051721APS00001 Haiti-DR Border Region People to People (P2P) Conflict Mitigation (CM) - [your organization name]”.

SECTION I - SUMMARY INFORMATION - COVER PAGE (1-Page total)

Cover sheet must be limited to one page and will not count towards the 5-page limit. Cover sheet will include the following:

- **USAID NOFO Reference.**
- **Name and address of organization (physical and electronic, as applicable).**
- **Contact person (lead contact name, telephone number, and e-mail Information).**
- **Period of performance: Minimum is two (2) years and maximum are three (3) years in duration.**
- **Total program amount (in USD).**
- **Total amount of funding requested from USAID and total amount leveraged (if applicable), including from what source(s) in the form of a notional budget.**
- **Type of organization (e.g., US, non-US, multilateral, private, for-profit, nonprofit, etc.)**
- **Title of proposed program; country(tries) and sector(s) being proposed; total dollar amount of funds requested for the proposed period of performance.**
- **Identify the type of applying organization (e.g., local NGO, US NGO, etc.)**
- **Name and title of the authorized representative of the applicant.**
- **Brief (one sentence) description of proposed program.**

SECTION II – TECHNICAL SECTION (Limited to 5 pages)

A. Technical Approach Advances the purpose of P2P Reconciliation Programming

This section will be evaluated according to Merit Review Criterion 1, (Section E of NOFO). Please refer also to SECTION D: APPLICATION AND SUBMISSION INFORMATION, D. Concept Paper Content.

Describe the extent to which the proposed program exemplifies the people-to-people approach by creating opportunities for communities in conflict to build mutual understanding, trust, empathy, and resilient social ties by addressing divisions that may be rooted in group differences such as ethnicity, religion, status, gender, class, or political affiliation.

- ☐ **Concept Introduction and conflict analysis** (approximately 1 page).
- ☐ **Theory of change** (approximately 1/2 page).
- ☐ **P2P Approach and Implementation Plan** (approximately 1 1/2 pages).
- ☐ **Intervention Results** (approximately 1 page).
- ☐ **Risks/Assumptions** (approximately 1/2 page).
- ☐ **Beneficiaries** (approximately 1/2 page).

B. Institutional Capacity and strengthening of local organizations

This section will be evaluated according to Merit Review Criterion 2. (Section E of NOFO). Please refer also to SECTION D: APPLICATION AND SUBMISSION INFORMATION, D. Concept Paper Content.

The extent to which the applicant describes its organizational and technical capacity, managerial and financial assets, to carry out the proposed intervention. The proposed program is carried out by and/or promotes and strengthens local organizations. A commitment to engaging local actors is evident in the conflict analysis, activity design, implementation plan, and the monitoring, evaluation, and learning plan.

- ☐ **Applicant Capacity and Partner Roles** (approximately 1 page).

SECTION III – SUPPORTING INFORMATION (Optional but recommended)

A. Proposed Estimated Cost and Cost Breakdown (1 page maximum, not counted in 5-page limit)

Use the budget template provided in Attachment II. Concept note submissions not following this format may not be reviewed by USAID. This Section should include a proposed budget and a summary budget narrative justifying proposed expenses.

If invited to submit one, the Request for Applications will require submission of a detailed budget and narrative.

B. Contact Information for Proposed Partners (2 pages maximum, not counted in 5-page limit)

If applicable, provide contact information for all the core partners as a supporting document. Include organization name, point of contact (POC) name, POC title, POC email, and POC phone numbers, as well as a brief description of each prospective partner's previous work and experience.