



OFFICE OF THE PRIME MINISTER
DEVELOPMENT INITIATIVE FOR NORTHERN UGANDA
(DINU)

DINU CALL FOR CONCEPT NOTES

INFORMATION SESSIONS

**MOROTO (17 MAY), GULU (20 MAY),
ARUA (22 MAY) AND KAMPALA (28 MAY)**

**A Government of Uganda initiative
supported by the European Union**



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INTRODUCTION



BACKGROUND INFORMATION

- The Call was launched on 10 May 2019 and the Guidelines for applicants were published on the following websites:
 - DG International Cooperation and Development
 - Ministry of Finance, Planning and Economic Development internet site
 - Office of the Prime Minister Internet site

- The deadline for submission of the concept notes is
27 June 2019, 15:00 hours East African Standard Time.



PURPOSE OF INFORMATION SESSION

- This information session therefore is to present an overview of the guidelines for applicants.

Therefore, the purpose of the information session is to:

- Introduce the Call Guidelines to potential applicants.
- Provide clarifications to potential applicants on the:
 - Purpose and objectives of the Call (grant funding opportunities)
 - Requirements to prepare a Concept Note (application)
 - Steps of the evaluation and negotiation process (assessment)
 - Administrative procedures for submitting a Concept Note (compliance)



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CALL PRESENTATION



IMPLEMENTATION MODALITIES FOR THIS CALL

The Call is funded under the Development Initiative for Northern Uganda (DINU) a Government of Uganda programme supported by the European Union (EU) under the 11th EDF

➤ **Responsible and implementing partners:**

- The National Authorising Officer (NAO)/Ministry of Finance, Planning and Economic Development is the Contracting Authority of the grant contracts.
- Office of the Prime Minister (OPM) is the Supervising Authority of the grant contracts.
- The grant contracts shall be managed and monitored by the OPM/OPM Programme Management Unit (PMU).



DINU AND CALL OBJECTIVES

- DINU aims to steer a shift from a sector-oriented support to an integrated territorial approach, and 'connect the dots' between key sectors and areas to reach the **DINU General Objectives**:
 - Consolidate stability in Northern Uganda, eradicate poverty and under-nutrition and strengthen the foundations for sustainable and inclusive socio-economic development.
- The Call responds to **DINU Specific Objectives 1 and 3** :
 - SO1: To increase food security, improve maternal and child nutrition, and enhance household incomes through support to diversified food production and commercial agriculture and through improving household resilience (notably to climate change) and women empowerment
 - SO3: To strengthen capacity, gender-responsive good governance (core mandate and general broad mandate) and the rule of law at the level of local government authorities and empower communities to participate to improved local service delivery



MAIN FEATURES OF THE CALL

- **The Call is divided into 2 Lots** and relates to the DINU programme Specific Objectives 1 and 3 and their respective results/9 key activities.
 - LOT 1: Improving livelihoods through increased production of diversified food, enhanced market opportunities and better maternal and child nutrition
 - LOT 2: Improving performance and accountability of local governments through strengthened participation of communities
- **Actions must take place in Northern Uganda** in one or more of the following sub region(s): Acholi, Karamoja, Lango, Teso and West Nile (see list of eligible districts in section 2.1.4 of the guidelines).
- **Total grant sum: 27 Million EURO (+ 3 Mill. EUR in co-financing)**



FUNDING MODALITIES AND DURATIONS PER LOT

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Lots	Priority Areas	Indicative Amount	Minimum-Maximum Amount Per Grant
Lot 1	Improving livelihoods through increased production of diversified food, enhanced market opportunities and better maternal and child nutrition	26,000,000 Euro	3,000,000-10,000,000 Euro
	Minimum 36 months, Maximum 48 months		
If the amount requested is between 4 and 7 million Euros, the Action should cover districts in at least 2 sub-regions. If the amount requested is more than 7 million Euros, the Action should cover districts in at least 3 sub-regions			
Lot 2	Improving performance and accountability of local governments through strengthened participation of communities	1,000,000 Euro	200,000-500,000 Euro
	Minimum 24 months, Maximum 36 months		
If the amount requested is more than 350,000 Euros, the Action should cover districts in at least 2 sub-regions.			



SO1/LOT 1: RESULTS AND ACTIVITIES

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DINU Specific Objective No. 1: To increase food security, improve maternal and child nutrition, and enhance household incomes through support to diversified food production and commercial agriculture and through improving household resilience (notably to climate change) and women empowerment.

Result 1.1: Increased production of diversified food	<ul style="list-style-type: none"> ○ Activity 1.1.1: Facilitate the adoption and production of diverse food crops and animal product ○ Activity 1.1.2: Facilitate access to key inputs and output markets for women and men small-scale farmers ○ Activity 1.1.3: Train farmer groups and other small market operators along the value chain in community saving and credit schemes
Result 1.2: Increased market accessibility	<ul style="list-style-type: none"> ○ Activity 1.2.1: Foster linkages between smallholder farmers, agro-processors and market operators ○ Activity 1.2.4: Assess and identify market opportunities and product niches along the stages of the value chain and facilitate market exchanges and contractual agreements
Result 1.3: Nutrition-specific interventions	<ul style="list-style-type: none"> ○ Activity 1.3.1: Developing and promoting community-based nutrition initiatives including micro nutrient supplementation & deworming, promotion of maternal and young child feeding practices, hygiene and sanitation and child care. ○ Activity 1.3.2: Increase the use of effective family planning methods with the aim of decreasing the number of teenage pregnancies and increasing child spacing which address both nutrition and population growth issues.

Proposed actions under this lot must cover all the results and related activities presented above. Partial selection of results and/or activities will lead to the rejection of the application.



SO3/LOT 2: RESULTS AND ACTIVITIES

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DINU Specific Objective No. 3: To strengthen capacity, gender-responsive good governance (core mandate and general broad mandate) and the rule of law at the level of local government authorities and empower communities to participate in improved local service delivery

Result 3.3: Downward accountability of Local Governments to its constituents is strengthened by empowering citizens, civil society, media, Non-State Actors (NSAs), private sector in their interaction with Local Government;

- Activity 3.3.1: Increase downward accountability mechanisms through strengthening the role of CSOs, media, and other local actors (media, private sector etc) in local governance and promotion of accountable and, responsive services delivery.
- Activity 3.3.3: Foster the oversight role of CSOs (and other actors) by strengthening their collaboration with local governments to undertake local governments' performance assessments and coordinated approaches to monitoring of service delivery and implementation of local government plans or national programmes.

Proposed actions under this lot must cover all the results and related activities presented above. Partial selection of results and/or activities will lead to the rejection of the application.

PRIORITY ISSUES FOR LOT 1 AND 2

APPLICANTS FOR BOTH LOTS ARE REQUIRED TO TAKE INTO ACCOUNT THE FOLLOWING PRIORITY ISSUES

- Complementarities between activities
- District ownership and participation
- Partnerships
- Gender equality and empowerment of women
- Youth engagement and employability
- Alignment to a common result framework

For the detailed description of each priority issue please refer to section 1.2 of the Guidelines for Applicants

APPLICANTS UNDER LOT 1 ARE REQUIRED TO TAKE INTO ACCOUNT THE FOLLOWING

- Nutrition
- Value Chain approach
- Linkages between community smallholder farmers, farmer groups, producer groups, agro-processors and market operators, agro stockiest, urban and rural transporters
- Clustering and concentration of interventions
- Balancing the investments
- Private sector development
- Environmental protection/Climate change mitigation
- Digitalisation and ICT for Agriculture

For the detailed description of each specific consideration please refer to section 1.2 of the Guidelines for Applicants

APPLICANTS UNDER LOT 2 ARE REQUIRED TO TAKE INTO ACCOUNT THE FOLLOWING

- Complementarities with the other DINU components and/or other programmes in the area of good governance and accountability
- Performance of Local Governments and local actors
- Community participation in local governance

For the detailed description of each specific consideration please refer to section 1.2 of the Guidelines for Applicants



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BUDGET AND ELIGIBILITY

INDICATIVE BUDGET STRUCTURE

- The indicative summary budget must provide cost estimates in Euros for the main cost chapters. The amounts reflected must be realistic and cost-effective and shall be used as a basis for negotiating and designing a detailed budget during Step 2 for selected lead applicants. The amounts indicated are non-binding and non-committable to the Contracting Authority. (See section 1.1.7 of Annex A/Application Form)

(Eligible) Cost Items	Description	Amount in EUR
1. Human resources	Gross salaries for technical and administrative staff and local and foreign per diems for staff assigned to the Action based on their time input.	
2. Travel	Air travel and local transportation costs	
3. Equipment and supplies	Purchase or rent of vehicles, furniture, computer equipment, machines, tools, spare parts, etc.	
4. Local office	Vehicle costs, office rent, consumables, utilities, telecommunication and internet services, office maintenance costs	
5. Other costs/services	Publications, studies, research, expenditure verification/audit, evaluation costs, translation/interpreters, financial services, costs of conference/seminars and visibility actions	
6. Programme/activity costs	Direct costs for the actions/activities to be implemented. Please indicate the costs for "soft" activities and for "hard" activities	
7. Subtotal direct eligible costs of the action	Sum 1- 6	
8. Indirect costs	Maximum 7% of 7, subtotal of direct eligible costs of the action	
9. Total eligible costs of the action	Sum 7 + 8	
10. Provision for contingency reserve	Maximum 5% of 7, subtotal of direct eligible costs of the action	
11. Total eligible costs	Sum 9 + 10	
12. Other accepted costs	Taxes	29/05/2019
13. Total accepted costs of the action	Sum 11+12	



EU CONTRIBUTION AND COFINANCING

- Any grant requested under this Call must fall between:
 - Minimum percentage: 75 % of the total eligible costs of the action.
 - Maximum percentage: 90 % of the total eligible costs of the action.
- The balance of between 10-25% must be financed from neither the general budget of the EU nor EDF.
- Contribution in kind shall not be treated as co-financing



ELIGIBLE ACTORS

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THE ACTORS

- | | |
|----------------------------|--|
| Lead applicant | <ul style="list-style-type: none"> ○ is the entity submitting the application ○ and if awarded the grant contract becomes the Coordinator of the design & implementation of the Action |
| Co-applicant | <ul style="list-style-type: none"> ○ Are obligatory ○ Participate in the design and implementation of the action |
| Affiliated entities | <ul style="list-style-type: none"> ○ have a structural (legal or capital) link with the applicants existing before the Call and remain valid after the end of the action |
| Associates | <ul style="list-style-type: none"> ○ Involved in the action but may not receive funding from the grant except per diem and travel costs |
| Contractors | <ul style="list-style-type: none"> ○ Engaged by beneficiaries and affiliated entities in accordance with the procurement rules in the contract |
| Third parties | <ul style="list-style-type: none"> ○ A legal person who may receive non-essential financial support up to a maximum of EUR 60,000 |

ELIGIBILITY CRITERIA

THE LEAD APPLICANT, CO-APPLICANTS AND AFFILIATED ENTITIES MUST SATISFY THE FOLLOWING CRITERIA

Be a legal person

Be a specific type of organisation, such as

- non-governmental organisation, private sector organisation, public sector operator, foundation, cooperative or association, local government, international organisation

Be established in

- an ACP state, a member state of the European Union, the European Economic Area, the OECD and Overseas Countries and Territories- (exception to international organisations)

Be directly responsible

- for the preparation and management of the action with co-applicants and affiliated entities

Have an operational presence

- in Uganda and if possible have a permanent office and technical staff in the proposed areas of intervention

Have demonstrated capacity

- of not less than 5 years in the related field of the proposed action

Have not already signed a contract

- with the European Union under the DINU Programme

Not be in any situation

- listed in Section 2.6.10.1 of the practical guide



NUMBER OF APPLICATIONS AND GRANTS

NUMBER OF APPLICATIONS AND GRANTS PER TYPE OF ACTOR

- **Lead applicant**
 - The lead applicant may **not submit more than one application** under this Call.
 - The lead applicant may **not be awarded more than one grant** under this Call.
 - The lead applicant **may be a co-applicant or an affiliated entity in another application of the same lot** at the same time.
- **Co-applicant / Affiliated entity**
 - A co-applicant/affiliated entity **may not be the co-applicant or affiliated entity in more than two application(s) per lot** under this Call.
 - A co-applicant/affiliated entity **may not be awarded more than two grants per lot** under this Call.



INELIGIBLE ACTIONS

THE FOLLOWING TYPES OF ACTION ARE INELIGIBLE

- **Actions concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences and congresses**
- **Actions concerned only or mainly with individual scholarships for studies or training courses**
- **Actions aiming at organising workshops and conferences for political, spiritual and social enhancement**
- **Actions supporting political parties**



INELIGIBLE COSTS

THE FOLLOWING TYPES OF COSTS ARE INELIGIBLE

- Debts and debt service charges (interest);
- Provisions for losses or potential future liabilities;
- Costs declared by the beneficiary(ies) and financed by another action or work programme receiving a European Union (including through EDF) grant;
- Purchases of land or buildings, except where necessary for the direct implementation of the action, in which case ownership must be transferred in accordance with Article 7.5 of the general conditions of the standard grant contract, at the latest at the end of the action;
- Currency exchange losses;
- Credit to third parties;
- Salary costs (and top ups) for civil servants and other personnel of national, regional and district administrations;
- Contributions in kind



ETHICAL CLAUSES AND CODE OF CONDUCT OF APPLICANTS

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- Absence of conflict of interest
- Respect for human rights as well as environmental legislation and core labour standards
- Zero tolerance for sexual exploitation and sexual abuse
- Anti-corruption and anti-bribery
- Unusual commercial expenses
- Breach of obligations, irregularities or fraud
- Please report suspected improper activities to the Inspectorate of Government through the following website:

<https://www.igg.go.ug>. The website has an option of "**Report a case**".

05/05/2019

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EVALUATION PROCESS



A TWO-STAGE PROCESS

- The Call is to be a **two-stage process** :
 - Step 1 - Competitive Call for Concept Notes (selection done at this stage).
 - Step 2 - Technical negotiations with successful lead applicants from Step 1 followed by an invitation to submit a full proposal.

- The overall process from the launch of the Call to the award of grants is expected to take approximately 6 months.

STEP 1 – SELECTION OF CONCEPT NOTES

THE KEY FEATURES OF STEP 1 ARE THE FOLLOWING

Opening and administrative check	<ul style="list-style-type: none">○ Deadline○ Checklist○ Supporting documents
Evaluation of the concept notes in accordance with the Evaluation Grid	<ul style="list-style-type: none">○ Overall score out of 100○ Minimum 35 points for Sections 1 and 2 more○ Minimum 6 points for Section 6
Selection of Concept notes	<ul style="list-style-type: none">○ Minimum 70 points to be considered for selection○ Ranking of concept notes (highest scores)○ Number of concept notes selected adequate to reach objectives
Verification of the eligibility of the applicants and affiliated entities	<ul style="list-style-type: none">○ Eligibility criteria verified○ Supporting documents verified
Information to lead applicants	<ul style="list-style-type: none">○ Letter sent to lead applicants. For successful applicants, invitation to participate to Step 2

The selection of lead applicants to receive a grant will take place at this stage based on the assessment of Concept Note received.



STEP 1-EVALUATION GRID

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		Scores*	
1. Relevance of the action		Sub-score	25
1.1	How relevant is the application to the objectives, priority issues and specific considerations stated in the guidelines for applicants? Are the expected results of the action aligned with and cover all the results and activities defined in the guidelines for applicants for each lot (section 1.2)?	5	
1.2	How relevant is the application to the particular needs and constraints of the target region(s) and/or relevant sectors?	5	
1.3	Does the application provide a robust analysis of the problems involved, including information on the capacities and constraints of the relevant stakeholders?	5	
1.3	How clearly defined and strategically chosen are those involved (final beneficiaries, target groups)? Have their needs and constraints been clearly defined and does the application address them appropriately?	5	
1.4	Does the application contain particular added-value elements (e.g. innovation, best practices)?	5	
2. Design of the action		Sub-score	25
2.1	How coherent is the overall design of the action? Does the intervention logic explain the rationale to achieve the expected results? Are results (output, outcome and impact) realistic? Are the activities consistent in relation to the expected results?	5x2**	
2.2	How well does the application address the priority issues and specific considerations stated in the guidelines for applicants?	5	
2.3	How does the application concretely intend to create synergies and complementarities with other components of the DINU programme and with other initiatives supported by the EU, by other donors (Member States & others) and by the Government of Uganda?	5	
2.4	To which extent does the application integrate other relevant cross-cutting elements such as needs of disabled people, rights of minorities and rights of indigenous peoples, combating HIV/AIDS (if there is a strong prevalence in the target region(s)), etc.?	5	
3. Implementation approach		Sub-score	20
3.1	Is the methodology for implementing the action clear and feasible?	5	
3.2	Is the duration of the action and sequencing of activities (if any) realistic?	5	
3.3	Is the proposed operational set-up adequate for the implementation of the action?	5	
4.	Is the role and participation in the action of the various actors and stakeholders (co- applicant(s) and affiliated entity(ies), target groups, local governments, etc.) satisfactory?	5	
4. Sustainability of the action		Sub-score	10
4.1	Is the proposed action likely to have a tangible impact on its target groups?	5	
4.2	Are the expected results of the proposed action sustainable? - Financially (e.g. financing of follow-up activities, sources of revenue for covering all future operating and maintenance costs) - Institutionally (will structures allow the results of the action to be sustained at the end of the action? Will there be local 'ownership' of the results of the action?) - At policy level (where applicable) (what will be the structural impact of the action e.g. improved legislation, codes of conduct, methods) - Environmentally (if applicable) (will the action have a negative/positive environmental impact?)	5	
5. Budget and cost-effectiveness of the action		Sub-score	10
5.1	Is the estimated budget appropriate with the proposed action and the foreseen result(s)?	5	
5.2	Is the indicative ratio between activities and support costs as well as between "soft and hard" activities satisfactory?	5	
6. Financial and operational capacity		Sub-score	10
6.1	Do the applicants and, if applicable, their affiliated entity(ies) have sufficient in-house experience of project management and management capacity (including staff, equipment and ability to handle the budget for the action)?	4	
6.2	Do the applicants and, if applicable, their affiliated entity(ies) have sufficient in-house technical expertise? (especially knowledge of the issues to be addressed)	29/05/2019	
6.3	Does the lead applicant have stable and sufficient sources of finance?	3	

Maximum total score 100

STEP 1 - SUPPORTING DOCUMENTS

- The lead applicant must submit the following documents:
 - Grant application form (Annex A)
 - The statutes or articles of association of the lead applicant, each co-applicant and each affiliated entity (if any) except international organizations (under a framework agreement with the European Commission)
 - For action grants exceeding EUR 750,000 the audit report for the last three financial years except public bodies and international organizations
 - Copy of lead applicant's latest accounts
 - Legal entity sheet (Annex D) completed and signed by each of the applicants accompanied by requested justifying documents
 - A financial identification form of the lead applicant conforming to the model in Annex E certified by the bank to which the payments will be made

Documents must be supplied in form of originals, photocopies or scanned versions (showing stamps, signatures and dates)

Documents should be in English or if not in English a translation into English of the relevant parts of the documents must be attached

STEP 2 – NEGOTIATED PHASE

THE KEY FEATURES OF STEP 2 ARE THE FOLLOWING

Negotiations with selected lead applicants	<ul style="list-style-type: none">○ Negotiations with the Technical Negotiation Committee in order to guide the design and the content of the actions to be prepared and submitted by the selected applicants○ The elements in the concept note may be substantially modified in the full application (duration, location(s), activities, implementation approach, co-applicants/affiliated entity(ies), total budget of their action, the EU contribution and percentage of the eligible costs)
Invitation to submit full applications	<ul style="list-style-type: none">○ 45 days to prepare the full application

Lead applicants will only be invited to submit a full application if negotiations lead to an agreement between the lead applicant and the Technical Negotiation Committee on the content of their action

STEP 2 – ASSESSMENT OF FULL APPLICATIONS

THE KEY FEATURES OF STEP 2 ARE THE FOLLOWING

Opening and administrative check	<ul style="list-style-type: none">○ Deadline○ Checklist
Assessment of the conformity and quality of the full applications	<ul style="list-style-type: none">○ The full application submitted after the negotiations is in conformity with the agreed content discussed and developed during the negotiation phase○ The full application submitted reaches the expected level of quality as set by the Technical Negotiation Committee
Request for improvements	<ul style="list-style-type: none">○ If needed following the assessment of the full applications
Notification of award	<ul style="list-style-type: none">○ The lead applicants will be informed in writing of the decision concerning their application
Contract signature	<ul style="list-style-type: none">○ Applicants will be offered a contract based on the standard grant contract

The Contracting Authority reserve the right to reject a full application and to nullify the application if the above-mentioned conditions are not met



INDICATIVE TIMETABLE

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	DATE	TIME
Deadline for requesting any clarifications from the Contracting Authority	06 June	15:00
Last date on which clarifications are issued by the Contracting Authority	16 June	-
Deadline for submission of concept notes	27 June	15:00
Information to lead applicants on opening & administrative checks, concept note evaluation, eligibility check, including invitation to participate to the negotiated phase (Step 1)	26 July	-
Negotiations with selected lead applicants	05 – 23 August	-
Invitations to submit full applications	16 August	-
Deadline for submission of full applications	14 October	15:00
Opening & administrative checks, review of the conformity and quality of the full applications (and request for improvements if needed) (Step 2)	14 - 28 October	-
Notification of award	15 November	-
Contract signature	25 November	-



CLARIFICATION ADDRESS

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FURTHER INFORMATION ABOUT CONCEPT NOTES

Questions may be sent by e-mail no later than **21 days (06 June 2019)** before the deadline for submission of concept notes to the following addresses, indicating clearly the reference of the Call for Concept Notes

Office-DINU@opm.go.ug with copy to nao@finance.go.ug

The clarification will be published on 16 June 2019 on the following websites:

- DG International Cooperation and Development:
<https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome>
- Ministry of Finance, Planning and Economic Development internet site: <https://www.finance.go.ug/>
- Office of the Prime Minister Internet site: <https://www.opm.go.ug/>



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SUBMISSION OF CONCEPT NOTES



HOW TO APPLY

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CONCEPT NOTE CONTENT

Applications must be submitted in accordance with the concept note instructions in the grant application form annexed to these guidelines (Annex A)

Submit before the deadline : **27 June 2019, 15:00 hours East African Standard Time.**

Applicants must apply in **English & Hand-written concept notes will not be accepted**

Only the Concept note form will be evaluated. It is therefore of utmost importance that this document contains ALL relevant information concerning the action. No additional annexes should be sent

Only the published application form and their annexes which are tailored for this Call need to be completed.

The concept note must be submitted in **one original and two copies** in A4 size, each bound

An electronic version of the concept note must also be submitted. A CD-Rom or a USB stick with the concept note in electronic format will be included

Lead applicants must verify their concept note is complete using the checklist for concept notes (Part A. Section 6 of the grant application form).

Incomplete concept notes may be rejected



WHERE AND HOW TO SEND CONCEPT NOTES

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CONCEPT NOTE DELIVERY

The envelope must bear the **reference number and the title of the Call for Concept Notes**, together with **the lot number and title**, the **full name and address of the lead applicant**, and the words **‘Not to be opened before the opening session’**.

Concept notes must be submitted in a **sealed envelope** by registered mail, private courier service or by hand-delivery (a signed and dated certificate of receipt will be given to the deliverer) **at the latest on 27 June 2019, 15:00 hours East African Standard Time**

Postal Address

The National Programme Coordinator,
Office of the Prime Minister - Development Initiative for Northern Uganda
Postel Building
DINU Office, Room 12, 8th Floor
PO BOX 341 Kampala-Uganda

Address for hand delivery

The National Programme Coordinator,
Office of the Prime Minister - Development Initiative for Northern Uganda
Postel Building
DINU Office, Room 12, 8th Floor
Plot 65/67, Clement Hill Road
Kampala-Uganda