



Appendix 2.0: Guideline for the Concept Note

Index

1. Introduction	2
2. Developing the Concept Note	3
3. Assessment Criteria	5

Overview of the framework

Framework for ICARS' Demonstration Projects

Appendix 0.1 Tasks and Responsibilities of the Project Coordinator and the Lead Researcher

Appendix 1.0 Guideline for the Expression of Interest

Appendix 1.1 Expression of Interest Template

Appendix 2.0 Guideline for the Concept Note **(this document)**

Appendix 2.1 Concept Note Template

Appendix 3.0 Guideline for the Project Proposal

Appendix 3.1 Project Proposal Template

Appendix 3.2 Log Frame Template

Appendix 3.3 Template for CVs of the Project Coordinator and Researchers

Appendix 3.4 Budget Template (to be requested)

Appendix 3.5 Grant Letter Template (to be requested)

Appendix 4.0 Guideline for Project Administration

Appendix 4.1 Partnership Agreement Template

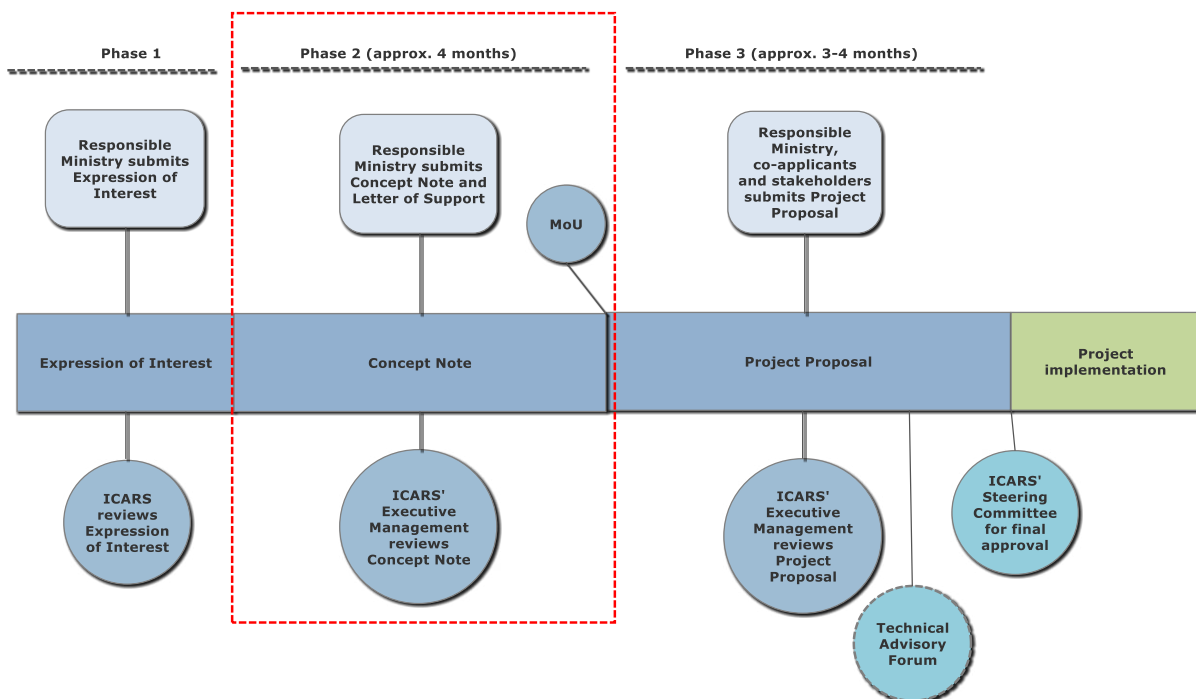
Appendix 4.2 Audit instructions

1. Introduction

The purpose of this document is to provide guidance on the development of the Concept Note (phase 2) as illustrated in Figure 1.

The Responsible Ministry should ensure that the Concept Note complies with this guideline and the *Framework for ICARS' Demonstration Projects* and that it is completed on the template provided. If in doubt, please contact your ICARS Advisor.

FIGURE 1. PHASE DESCRIBED IN THIS GUIDELINE





2. Developing the Concept Note

The Concept Note contains the description of the demonstration project, key components of the project framework and the theory of change. It includes an overview of the background and justification of the demonstration project, how it aligns with the country's National Action Plan (NAP) on AMR, the aim and objectives, the AMR intervention to be tested and the implementation strategy. It also includes the envisaged outcomes and impact and a description of how the intervention will be sustainably scaled-up.

The Responsible Ministry should coordinate the development of the Concept Note in an inclusive process with involvement of the relevant public, private and non-governmental institutions/stakeholders within the country, together with the ICARS Advisor and the in-country Project Coordinator. The Concept Note should list the anticipated co-applicant research institutions/universities and partner stakeholders (see the *Framework for ICARS' Demonstration Projects* for a definition of co-applicants and partner stakeholders).

The Responsible Ministry is requested to use the template provided in appendix 2.1 when developing the Concept Note which should not exceed five A4 pages excluding basic information, using Verdana font size 9 and 1.5 line spacing.

The Concept Note should be submitted to ICARS along with a **Letter of Commitment** from the Responsible Ministry, stating:

1. The Responsible Ministry's engagement in and prioritization of the demonstration project.
2. The Responsible Ministry's commitment to sustainably scale-up successful interventions based on the proof of concept from the demonstration project.

TABLE 1. BASIC INFORMATION CONTENT

Heading	Content
<i>Date of submission</i>	<ul style="list-style-type: none"> Date of submission of the Concept Note.
<i>Country</i>	<ul style="list-style-type: none"> Name of the country.
<i>Project title</i>	<ul style="list-style-type: none"> The proposed project title.
<i>Project duration</i>	<ul style="list-style-type: none"> The expected duration of the demonstration project.
<i>Indicative total budget</i>	<ul style="list-style-type: none"> The indicative total budget of the demonstration project.
<i>Responsible Ministry</i>	<ul style="list-style-type: none"> Name of the Responsible Ministry (or ministries) submitting the Concept Note. Name of the department within the ministry responsible for the Concept Note. Name and contact details of the head of the department within the ministry.
<i>Anticipated Lead Research Institution, co-applicants and partner stakeholders</i>	<ul style="list-style-type: none"> Name of anticipated co-applicant research institutions or universities and partner stakeholders that will take part in the development, implementation and scale-up of the demonstration project.

TABLE 2. CONCEPT NOTE CONTENT

Heading	Content
<i>Background, justification and current knowledge gap</i>	<ul style="list-style-type: none"> • Describe the background and justification for the demonstration project. • Describe the current knowledge gap and need as identified nationally from the AMR NAP and/or related national strategies, which the demonstration project will respond to. • Provide a brief summary of existing and completed national activities of relevance to the proposed project in the public, private and non-governmental sectors including information on funders if applicable. Should there be ongoing data generation and collection in the country (e.g. from surveillance programmes), please indicate the type of data being collected.
<i>Aim, objectives</i>	<ul style="list-style-type: none"> • Describe the overall aim and objectives of the demonstration project.
<i>Intervention and/or Implementation research question(s)</i>	<ul style="list-style-type: none"> • State the Intervention and/or Implementation Research question(s) that the demonstration project will address. • Briefly describe the key intervention(s) • Briefly explain how these interventions will be tested (<i>implementation strategy/study design</i>)
<i>Outcomes and impact</i>	<ul style="list-style-type: none"> • Describe how and why the intervention is expected to bring about a change in AMR in the country. • Describe the main outcomes and expected policy/legislative, societal and economic impact of the demonstration project.
<i>Scale-up</i>	<ul style="list-style-type: none"> • Describe how the Responsible Ministry envisions sustainable scale-up of successful interventions following completion of the demonstration project.



3. Assessment Criteria

The Concept Note will be assessed by ICARS based on the following criteria (Table 3):

TABLE 3. ASSESSMENT CRITERIA

Assessment Criteria
Relevance
<ul style="list-style-type: none"> • Does the demonstration project respond to a well-articulated knowledge gap or need? • Is the demonstration project built on sound scientific foundations that draw on national evidence (published and anecdotal)? • Is the demonstration aligned with the NAP on AMR? • Have the existing national activities relevant to the proposed demonstration project been described clearly?
Description of the intervention and feasibility
<ul style="list-style-type: none"> • Are the research questions, aims and objectives clearly articulated? • Is the demonstration project using Intervention and/or Implementation Research as its framework? • Are the proposed outcomes(s) achievable through this demonstration project? • Are the key interventions and how they will be measured clearly described? • Is the intervention and its ability to create change well-articulated?
Outcomes, Impact and Scale-Up
<ul style="list-style-type: none"> • Is the envisaged impact of the intervention on AMR in the country clearly described? • Have potential outcomes and expected policy, legislative, societal and economic impact of the demonstration project been identified? • Has the Ministry clearly indicated how it intends to sustainably scale-up successful interventions following completion of the demonstration project?

For any questions about the process/assessment, please contact your ICARS advisor.