

Q&A Concept note

1. Is it one Concept note per project?

Union to Union strives to reduce the total number of projects globally by having larger projects. We strive to create a portfolio that would comply in the best way with the requirements for funding we are seeking. We do not limit the number of Concept notes per partner. However, please be ready that we might ask you to combine several concept notes into one or ask to extract some component and develop it further.

2. How much to write under each question?

Follow the principle “less is more”. Straight to the point.

3. If a Concept note matches several thematic areas, shall all questions be answered for all of them?

If you plan to work with the same local partners during the whole project, focus on the main thematic area. However, if you work with one group of partners on one thematic area and with another group on other thematic areas, please specify under each question. (Each thematic area becomes one programme with own project portfolio presented by *Union to Union* on an aggregated level.)

4. Does a concept note need cover all issues that are included in the thematic area?

Your concept note does not need to address all aspects of the *Union to Union* thematic areas. For example, if you target precarious workers in your sector and fall under the thematic area 3, you do not need to address migration as well.

5. What is the difference between Concept note’s question 1 and question 2?

Note that objective statement = project objective.

Question 2 might be more suitable for smaller projects with already defined project objectives. It can also be suitable for projects that may be progressed in planning and are clear in what they are expected to achieve. At this stage of the process, we need to get a picture of the thematic distribution and the areas where the partners expect their main results.

6. Do we need to specify countries, or could we just explain the methodology to choose the countries while we work on this?

We want to encourage all partners to explain the methodology/criteria of choosing countries. However, if you are certain about some countries and partners, please list them. To know the number of countries is essential for us. You can add that X number of countries in Y regions

are still under consideration. Some rotation in the current list of countries may take place. The goal is not to increase the total number of countries (61 in 2022).

7. It may be challenging to know already now which exact unions will be involved.
Same for whether we will need an agreement with them or not.

The same here as in Q6 – in this case, please explain your approach to choosing local partners. The question is to motivate your methodology/criteria of why/why not funds will be transferred to unions at the country level.

8. The transfer of funds also has link with audit requirement in various level.

Yes, exactly. It is important to find a balance between local ownership of the project in form of managing project funds and the cost-effectiveness of the whole administrative set-up

9. How to plan budget?

One way could be to look at your total portfolio budget in 2022 and motivate changes. Some portfolios have grown with innovative projects. We need to consider that and maybe treat this new project separately.

10. The table called “summary of local partners” is optional, for organising a bigger concept note with many local partners.

11. How to have clear plans about the next 5-year cycle by end of January 2022?

We at *Union to Union* hope that most of our partners have concept plans for how they would like to support unions/affiliates at the country level or what thematic issues in the context of development cooperation they plan to address. The concept note is tentative, and we offer our support in the planning process by finding the best funding modality for your conceptual plan. We would also like to note that we do not expect activity plans for all five years. The plan is to agree on the Theory of change for your project and have an activity plan for the first year.

The next Q&A occasion is 14 January 13:30.

Please contact ana.willebrand@uniontounion.org if you need a link to the Zoom