

CONCEPT NOTE OUTLINE FOR NEW TRUST FUNDS AND INITIATIVES

The information expected in each of these sections is described below. The Concept Note should follow this guidance and only applicable sections shall be filled in. The total length of the Concept Note shall not exceed 5 pages. This Concept Note shall be submitted to the Standing Committee on Partnerships by the relevant VP Complex together with the Screening Tool/Score Card.

I. Background and Rationale

- A brief statement that summarizes the Initiative and how the Initiative is aligned and will contribute to the achievement of the Bank's corporate strategies.
- Describe how the new initiative will fit with / relate to existing initiatives? Will the new initiative support new activities that currently cannot be supported through existing sources?
- In case of a newly proposed Partnership, please include examples of any precedent or existing relation with the partner and please specify the nature and/or status of the external partner.

II. Rationale for Establishing the new Initiative

- Clearly define and explain the specific issue to be addresses, its goals and objectives and proposed areas of collaboration.
- Justify (with detail) the initiative's alignment with existing corporate priorities (refer to Sections A and B of the scorecard)
- Explain why the Initiative shall be hosted/ managed by AfDB.

III. Value Added for the AfDB

- Clearly demonstrate how and why this Initiative is of critical importance and how will bring these additional resources and/or added value.
- Highlight the mutual benefits (for a Partnership arrangement).

IV. Proposed Governance Structure (only applicable for newly proposed Special Funds, Trust Funds and Special Initiatives)

- Kindly describe the proposed Governance Structure (highlight if this is different from the 2006 Trust Fund Reform Policy)
- Please describe proposed decision making thresholds (if applicable) and level of involvement of the Bank

V. Monitoring and Evaluation Arrangements

- Kindly describe the M&E periodicity and mechanisms that will be established

VI. Estimated Budget and Cost Effectiveness and Efficiency

- Please detail the budget for the Initiative, including expected contributions from donors and/or partners.

- Please also describe the administrative arrangements for setting up and running the initiative. For example, will a separate secretariat be established: how many people, how will the costs be covered? Or will the initiative be managed by existing Bank staff?
- How does the cost of setting up and running the initiative compare to the benefits expected from it?
- Please highlight any potential procurement issues.

VII. Risks

- Please try to anticipate potential risks, potential issues of conflict of interest and lessons learned from the past that shall be taken into consideration.

VIII. Status of Preparation, Timeframe and Duration

- Kindly indicate if initial negotiations have been undertaken with partners, if this is designed in response to international commitments, commitments to the Board etc. and indicate the proposed timeframe for the establishment of the Initiative.
- Please indicate the planned duration of the Initiative
- In case of a Partnership arrangements attach, if possible, a proposed Joint Action Plan

SCORECARD FOR THE ESTABLISHMENT OF NEW INITIATIVES

Name of Trust Fund/Initiative:

Manager Completing Scorecard:

A.- ALIGNMENT/FIT WITH CORPORATE STRATEGIES

Will the new initiative support achievement of the Bank's following corporate strategies (*more than one box can be ticked*):

- | | <i>User dept.</i> | <i>Standing committee</i> |
|---|--------------------------|---------------------------|
| ■ ...one or both of objectives of the Bank's Strategy 2013-2022 : inclusive growth or transition to green growth? | <input type="checkbox"/> | <input type="checkbox"/> |
| ■ ...one or more of the Bank's Strategy 2013-2022's core operational priorities : infrastructure development, regional integration, private sector development, governance and accountability or skills and development? | <input type="checkbox"/> | <input type="checkbox"/> |
| ■ ...one or more of the Bank's Strategy 2013-2022's areas of special emphasis : fragile states, food security or gender? | <input type="checkbox"/> | <input type="checkbox"/> |
| ■ ... other corporate prerogatives . These include, but are not limited to: Bank Group Sector strategies, GCI commitments, , Operational Policies, Frameworks Business Plans, Guidelines, etc. (<i>please specify which in Section I of the Concept Note</i>). | <input type="checkbox"/> | <input type="checkbox"/> |

B.- SUPPORTS CORPORATE BUSINESS NEEDS¹

Will the new initiative support achievement of the Bank's following business need (*more than one box can be ticked*):

- | | | |
|--|--------------------------|--------------------------|
| ■ ...commitments made in the Bank's ADF frameworks : report and implementation matrix? | <input type="checkbox"/> | <input type="checkbox"/> |
| ■ ...commitments made in the Bank's GCI framework : report and implementation matrix? | <input type="checkbox"/> | <input type="checkbox"/> |
| ■ ... other corporate business needs . These include, but are not limited to: international commitments, commitments to the Board etc. (<i>please specify which in Section VIII of the Concept Note</i>). | <input type="checkbox"/> | <input type="checkbox"/> |

C.- ADDED VALUE & COST-EFFECTIVENESS²

¹ The Bank's business needs are defined the resources—human, financial, technical, etc.—required for the Bank to undertake the activities necessary to fulfill its mandate.

Will the new initiative create value for the Bank while being cost-effective:

■ **Additional financial resources**—will the initiative mobilise more than **UA 10 million** in additional resources on top of existing sources of funding from: ADF, PBD, Trust Funds, and other Initiatives etc.?

■ **Human/technical resources**—Will the new initiative bring **additional human and/or technical resources** (please specify which in Section VI of the Concept Note)

■ **New activities**—Will the new initiative support new activities that currently cannot be supported through existing sources? (please specify which in Concept Note)

■ **Costs:** (Please describe and estimate the costs for any in-kind contribution that the Bank is expected to make under this Initiative).

SCORE (for each box ticked please count and add points)
