

PROPOSAL TEMPLATE

Development Agency Concept Note

A concise investment case for environmental intelligence in multi-country programs

What this resource provides

A donor-facing concept-note structure for framing a regional monitoring program, delivery model, evidence plan, partnerships, and investment logic.

Prepared for environmental decision-makers | August 2026

Concept note cover

[Program title]

[Lead agency and implementing partners]

[Countries, landscapes, or basins covered]

[Indicative duration and budget range]

[Focal point and submission date]

- One-sentence proposition: [complete]
- Relevant agency strategy or investment priority: [complete]
- Primary beneficiaries and decision-makers: [complete]

1. Development challenge

[Describe the cross-border, regional, or institutional challenge. Use credible sources to explain scale, affected populations or ecosystems, current decision bottlenecks, and the cost of delayed or inconsistent information.]

- Challenge and evidence: [complete]
- Policy and institutional context: [complete]
- What existing systems do well: [complete]
- Gap this investment addresses: [complete]

2. Proposed solution and theory of change

[Explain how shared environmental observations, analysis, and institutional workflows will improve decisions. Connect inputs to activities, outputs, outcomes, and longer-term development results. Avoid presenting the platform itself as the outcome.]

- Inputs and partnerships: [complete]
- Core activities: [complete]
- Outputs and users: [complete]
- Expected outcome and assumptions: [complete]

3. Regional operating model

[Describe common standards and country-specific adaptation. Explain governance, data-sharing agreements, national ownership, localization, training, and how the program avoids duplicating existing investments.]

- Regional coordination: [complete]
- Country focal points and institutions: [complete]
- Data interoperability and standards: [complete]
- Local capability transfer: [complete]

4. Evidence, learning, and safeguards

[Provide the monitoring, evaluation, research, and learning approach. Identify evidence sources, validation, independent review, data protection, responsible AI or modeling practices, accessibility, and grievance or correction routes.]

- Results framework and indicators: [complete]
- Baseline and evaluation design: [complete]
- Data and model governance: [complete]
- Safeguarding and responsible use: [complete]

5. Financing and next steps

[Summarize the investment envelope, co-financing, procurement route, implementation phases, risks, and the decisions requested from the agency. Include a 90-day inception plan that turns the concept into a validated workplan.]

- Indicative budget by workstream: [complete]
- Procurement and contracting assumptions: [complete]
- Top risks and mitigations: [complete]
- Decision requested and next milestone: [complete]

Concept-note quality check

- ☐ The proposal is framed around agency and country outcomes, not software features alone.
- ☐ The evidence plan includes baseline, validation, learning, and independent review.
- ☐ National ownership, interoperability, and sustainability are explicit.
- ☐ Budget, procurement route, and implementation phases are plausible.
- ☐ Every significant claim has a source, assumption, or proposed test.

Important note

This template supports early-stage program design. Confirm donor terminology, safeguards, procurement, and results requirements with the relevant agency and country partners.