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| A picture containing text, clipart  Description automatically generated**THE REVOLUTIONARY GOVERNMENT OF ZANZIBAR** |
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| [**INSERT NAME OF THE MINISTRY**]<<**INSERT INSTITUTION/DEPARTMENT LOGO**>>[**INSERT NAME OF THE INSTITUTION/DEPARTMENT**] |
|  |
| Title: Concept Note for [**INSERT TITLE OF PROJECT**] |
|  Date of first submission/ version number: | *[YYYY-MM-DD] [V.0]*  |
|  Date of current submission/ version number: | *[YYYY-MM-DD] [V.0]* |

1. **Introduction**
* Provide brief Introduction of your organization. Your introduction can include information such as the purpose of your organization and description of Its functions.
* Brief description of the project and how it relates to the achievement of the Institutional strategy
* Problem/opportunity statement (describe briefly the current situation of the institution and the challenges encountered in your daily activities).
1. **Project summary**
	1. **Overall objectives**

Provide the overall general objective of the proposed project.

* + 1. **Specific** **Objective**

It should include the project’s purpose, goals, main objectives, method, and anticipated impact. Objectives need to be stated in measurable terms and be specific and consistent with the statement of need. Objectives should be formulated as a clear statement of what is expected to be achieved.

* 1. **Scope**

Provide the detailed outline of all aspects of a project, including all related activities, resources and deliverables, as well as the project’s boundaries.

* 1. **Expected outcomes**

Provide the overall expected outcomes of the proposed project

1. **Approach**

Provide a brief overview of how project will be implemented (in-house, out-sourced or both) in order to achieve the objectives.

1. **Summary Budget**

 Provide the proposed budget for this project which will include the following

|  |  |  |
| --- | --- | --- |
| **No.** | **Type** | **Cost (TZS)** |
| Initial | Ongoing |
|  | Development/Implementation  |  |  |
|  | License cost |  |  |
|  | Maintenance cost |  |  |
|  | Operation cost |  |  |
|  | Hardware cost |  |  |
|  | Training cost |  |  |
|  | Hosting cost |  |  |
|  | Total Cost |  |  |
|  | VAT \* (X%) |  |  |
|  | **Grand Total Cost (Total cost + VAT)** |  |  |

1. **Project timeline**

Provide the expected timeline for all activities. The maximum duration for completion of the project.

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| --- | --- | --- |
| **Activity** | **Implementation time** | **Responsibility** |
| Month 1 | Month 2 | Month 3 |  |
|  |  |  |  |  |
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1. **Contact information**

Please provide the details (as applicable) below.

|  |  |
| --- | --- |
| **Primary contact person** | Other contact person: |
| **Name:** |  |  |
| **Title/ Role:** |  |  |
| **Email:**  |   |  |
| **Phone number:** |  |  |

1. **APPROVAL DETAILS (for e-Government Agency use)**

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| **Approval Details** |
| **Name:** |  |
| **Job Title/ Role:** |  |
| **Signature:**  |  |
| **Date:**  |  |