

# Guidelines to prepare your Change project

## CONCEPT NOTE

We ask you to prepare a concept note briefly describing the project you plan to carry out. The concept note should be no longer than 1 page. **Please enclose** your concept note to your application.

### Processes for change

The project should – as far as possible – relate to and aim for progress in ongoing organisational or national processes for change within the area of prevention and response to GBV.

### Internal projects

We encourage you to develop a project within your own organisation which serves to promote its role and increase its capacities and commitment to prevent and respond to GBV. If you plan an external project it should still be an integrated part of your organisation's work. The project could in that case serve as an excellent opportunity to improve already ongoing work! The project should be realistic, well anchored by the organisation.

### Cooperation

We also encourage cooperation – within your own sector or between sectors. You should therefore elaborate  
1) how your project aims to increase cooperation, and/or  
2) in which part/s of your project you plan to include cooperation with other actors.

## WHY CHANGE PROJECT?

The Change project is the common thread of Prevent and Respond to GBV – strengthen agents of change. The ITP is designed to strengthen actors to lead change in their organisations and institutions for better prevention and response to GBV. The training combines theory and practical solutions to problems currently experienced by the participants. **The Change project is the tool for putting knowledge into practice!**

## CONTENT OF THE CONCEPT NOTE

### Title of Change project

#### The Challenge

- What is the main challenge your project aims to overcome? (*What is the problem*)
- Who is affected by this challenge?
- Who needs to be involved to overcome the challenge?

Be specific and keep in mind that it is a one year project, so the identified challenge should be manageable within that time period.

#### The Change

- What is the change you wish to achieve with your project? (*What is your project outcome*)

It could be changes related to policy, law, practice, behaviour, attitude, knowledge, cooperation, norms among people, institutions, and society.

- How will your project contribute to the change?
- What interventions are needed to achieve the change? (*What activities do you propose to reach the project outcome*)
- How does your project interventions lead to the change?

#### The Cooperation (when applicable)

- Will the project increase cooperation within and/or between sectors within the area of prevention and response to GBV? If so, how?
- Which other actors will you cooperate with within this project and how?

For example include other actors as advisors, facilitators/trainers, by co-plan and organize events, develop joint strategies, establish forms for exchange and cooperation etc.

#### The Commitment from your Organisation

- How is your Change project an integrated part of the processes, strategies and activities of your organisation?
- Will your Change project bring something new to your organisation in terms of strategy, priority, methods etc?
- What support will you receive from your manager and colleagues to successfully carry out the Change project?
- What kind of support do you and your organisation primarily need from the ITP program team to successfully carry out the Change project? For example:
  - Thematic knowledge (i.e analytical or practical methods/tools within the field of gender based violence)
  - Management skills (i.e. project management, organisational development)
  - Communication and Advocacy skills
  - Other