

Guidelines for developing a Concept Note for Lives and Livelihoods Fund (LLF) Health Sector Project Financing

Health projects targeting primary healthcare strengthening or infectious disease elimination/control are eligible for funding from the Lives and Livelihoods Fund (LLF). The LLF provides concessional financing for projects in eligible member countries (Annexure 1) with a high degree of readiness and which are designed to achieve outcomes in the short term (3-5 years).

All financing requests for LLF Funding should be accompanied with a 20-page concept note that covers the following elements.^{1,2:}

- i. **Scope of the project with clear and measurable objectives (0.5 page³)**
- ii. **Alignment with national, or subnational health system development strategy, including (verifiable) indication of the level of priority for the government. (0.5 page)**
- iii. **Contextual relevance (1-2 pages)**
 - a. *An assessment of the causes of the problem addressed (e.g. a situational analysis or problem analysis tree), and how those causes can be targeted (e.g. an objectives analysis tree) to improve health and well-being.*
 - b. *Consideration of relevant (to the proposed scope) socio-cultural factors (local customs, beliefs, practices) that need to be addressed for ensuring maximum impact of the project.*
 - i. *Also consider potential negative consequences of the project interventions, if any, on the community or the existing health system.*
 - c. *Identifying how this project complements ongoing or upcoming governmental or development agency funded projects/ programs working toward the same or similar goals in the country or region.*
 - d. *Important considerations for the rationale could include reduction of inequity, improving access to primary healthcare facilities and interventions (physical, financial, etc.), addressing key bottlenecks in healthcare system, promotion of awareness and good practices, maximizing utilization of primary level healthcare facilities and interventions, multi-sectorial determinants of health outcomes, economic protection of beneficiaries, human development, etc.*
 - e. *Evidence indicating planned impact and cost-effectiveness of proposed intervention(s).*
- iv. **Theory of Change (1 page, description of theory and supporting illustrations)**
 - a. *How the desired outcomes will be achieved through the project intervention.*
 - b. *Other factors or conditions (not directly addressed by the project) that would affect the outcome achievement.*
 - a. *Assumptions about the process through which change will occur and the ways in which the intermediate outcomes related to achieving the desired long-term change will be brought about and documented as they occur*
- v. **Stakeholder assessment (all important stakeholders) (1 page)**
- vi. **Description of direct beneficiaries, including estimation of the actual number (0.5-1 page)**
- vii. **Project Description (8-9 pages)**

¹ If a detailed feasibility study is not available, the LLF Project Preparation and Implementation Facility (PPIF) can support further development of a detailed proposal/ feasibility study, AFTER approval of the Concept Note.

² If detailed documentation is available, please attach them as annexures to the concept note, referencing them where necessary (in the concept note).

³ All number of pages estimates are based on Size 11 font, single spaced.

- a. *Components with defined activities*
 - b. *Executing agency and other potential partners proposed to be involved in project implementation*
 - i. *Include assignment of activities to potential partners*
 - ii. *Assessment of capacity of the EA and each proposed to meet the required demands for assigned activities. The assessment should cover administrative, operational, financial, and technical capacity, as well as any track-record of successful delivery in similar projects.*
 - iii. *Identification of any gaps in the institutional or individual level capacities to meet the project requirements which can be supported through the project.*
 - c. *Linkage of inputs and activities with outputs and outcomes*
 - d. *Monitoring & Evaluation (M&E) Component*
 - i. *Activities needed for monitoring and evaluation of the proposed project, including mechanisms for collecting information on the indicators, routine analysis to generate usable evidence indicating overall health of project operations and any gaps, feedback for improving and fine-tuning operations, and generating reports for stakeholders.*
 - ii. *Description of existing information systems/data sources which can be used for project M&E. This will also include an assessment on the need to develop any new systems/data sources for the project operations and M&E.*
 - iii. *High level SMART⁴ Key Performance Indicators (KPIs) for Objectives, Outcomes, Outputs, Activities, and Inputs defined based on the previous sections.*
 - 1. *The logical framework, although not necessary for the concept note, is a good tool to conceptualize and define these indicators.*
 - 2. *Sources of information/data on these KPIs need to be defined.*
 - iv. *A specific focus on outcome assessment/ measurement is necessary in the M&E system. The plan should consider activities like a baseline survey, and information collection on outcomes either directly as part of the project or through complementary activities supported by other projects, stakeholders, etc.*
 - e. *Estimated timelines with justification*
 - f. *Risks assessment and mitigation measures*
 - i. *Risks and constraints should be considered comprehensively, with a focus on risks to achieving outcomes and impact. This would include direct and indirect threats to achieving the project outcomes. The nature of the risks would not necessarily be limited to hurdles in execution of direct project operational activities and outputs. Include all possible threats to achieving project outcomes.*
 - ii. *The assessment should consider the likelihood and severity of the potential risks.*
 - iii. *Potential key hurdles in implementation e.g. human resource retention or turnover, land acquisitions, and feasible strategies for overcoming them.*
 - iv. *Consideration of all stakeholders and their level of involvement in making the project a success is essential. This does not only include the government or development partners. Community members or beneficiaries of the project are also key stakeholders whose involvement may be essential to achieve the expected outcome.*
 - v. *Mitigation activities for risks and constraints defined and linked with the objectives and individual components i.e. how project activities will mitigate the identified risks.*
- viii. Sustainability considerations of project outcomes (0.5-1 page)**
- a. *Focus on sustained health system gains and community level outcomes.*
 - b. *A review of the factors which influence the sustainability of the project gains, outputs and outcomes.*
 - c. *A consideration of the environmental and organizational support, integration, funding stability, community partnerships, and program adaptation approaches for sustained effectiveness.*

⁴ Specific, Measurable, Achievable, Relevant, Time-bound

- d. An outline of a sustainability plan.
- ix. Budget Description (1-2 pages, or MS Excel sheet)**
- a. *Total Cost of Project*
 - b. *Co-financiers and Government contribution*
 - c. *Funding requested from LLF*
 - d. *Component and activity-wise Budget Allocation*

ANNEXURE 1

Scope of Financing for LLF Health Projects

- (i) Infectious disease eradication and control, with priority given to malaria, polio campaigns, routine immunization and neglected infectious diseases;
- (ii) Primary health care system strengthening, including primary health care system governance and financing, performance management at both the government and facility levels and service delivery improvement at the facility level.

List of Eligible Countries for LLF Financing

35% Grant Eligible Countries:

Afghanistan
Bangladesh
Benin
Burkina Faso
Cameroon
Chad
Comoros
Cote d'Ivoire
Djibouti
The Gambia

Guinea
Guinea Bissau
Kyrgyz Republic
Mauritania
Mozambique
Niger
Palestine
Pakistan
Senegal
Sierra Leone

Somalia
Sudan
Tajikistan
Togo
Uganda
Maldives
Mali
Yemen

10% Grant Eligible Countries:

Egypt
Indonesia

Morocco
Nigeria

Uzbekistan