

CHALLENGE
FUND
FOR
YOUTH
EMPLOYMENT

Challenge Fund for Youth Employment

**Concept Note Submission
Mechanism**

Challenge Call 3

24 February 2021 | Version 1.0



The submission deadline for Concept Notes to be received for Challenge Call 3 in Kenya and Jordan is **15 March 2021**.

The below information is provided to you to be able to submit your Concept Note online.

You will be required to fill out an online form that is structured almost exactly as this word document. [This online form for Concept note submission can be accessed HERE.](#)

SECTION 1: CFYE Applicant Portal Guidance:

The CFYE Applicant portal allows you to display and edit your organization's information and submit your Concept note.

First Step:

If you have been in contact with CFYE previously, your organisation will likely already have an account registered. Please attempt to log in using the email address of the primary contact who was in touch with CFYE.

If you have not been in contact with CFYE or if you do not find your account, you may register a new one. Please ensure to fill your organisation and contact information thoroughly in this case.

Second Step:

Navigate to the "Eligibility Quiz" tab. Only once you have selected and confirmed that your project meets the minimum criteria, you will be able to go to your Concept Note application. It may take several seconds for the Concept Note to appear. If it does not appear, try to refresh your page.

Third Step:

Navigate directly to the Concept note tab to start your Concept note application. Once you clicked on the Concept note tab, you will be directed to a page with multiple sub-tabs. Each tab constitutes a section of the Concept note similar to the word document that has been provided to you. You must complete all sections and answer all questions, including the "Final Questions" at the end of the form. There are no optional questions in the Concept note stage. Incomplete applications are at risk of being discarded.

Final Step:

After completing all tabs of the Concept note, you should navigate to the final one called "Submission", where you must click on "Submit" and sign the declaration. Once that is clicked, you will no longer be able to edit any your previously submitted answers.



Important Note: After submitting answers to each section / tab, you must “Save Answers” each time, otherwise the data will be lost if you navigate to another tab. You may click Save Answers as often as you like to ensure that your ongoing form is securely stored.

Important Note: The form and each tab may take several seconds to load and save. Allow some time for each load and save dialogue box to complete.

SECTION 2: Help Material for your Concept note:

- [List of Sectors and Sub-Sectors](#)
- Webinar Information Session – [Jordan](#) / [Kenya](#)
- Scoping Report – [Jordan](#) / [Kenya](#)

SECTION 3: Guidance & Support:

We will host a 30-minute Q&A session to walk you using the online portal and how to submit your Concept Note application.

Please find below the invitation links and timings per country.

1. [Kenya Submission Information Session – 5 March at 10am CET Dutch time.](#)
2. [Jordan Submission Information Session – 8 March at 10:30am CET Dutch time.](#)

