**Transformational Investment Capacity (TIC)**

**Concept Note / Application Form[[1]](#footnote-2)**

***Please submit the completed form to*** [***TIC@msf.org***](mailto:TIC@msf.org)***.***

*For further information, visit:* [*msf-transformation.org*](http://msf-transformation.org/)*.***Top of Form**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **TIC Idea Title:** | | | | |
| **Date:** | | **Submitter Name:** | | **MSF Affiliation:** |
| **Contact:** | | **Email:** | | |
| **Budget requested (Euros):** | | | | **Project Length (months/years):** |
| **Expected Project Start Date** (considering potential recruitments, onboarding etc.): | | | | |
| **Project Category:**  HR/L&D  Operations Improvement/Technology Medical R&D Efficiency Other (describe) | | | | |
| **Project Type:** | Incubator (< €250,000) Large-Scale (€250,000 – €2.5M) Very-Large-Scale (€2.5M+) | | | |
| ***Incubator[[2]](#footnote-3):*** | **Sponsoring section:** | | | **Sponsor Name:** |
| ***Large- / Very-Large-Scale[[3]](#footnote-4):*** | **Sponsoring OD:**  **Sponsor Name:** | | **Supporting OD #1:**  **Supporting OD #2:** | |
| Link to the 2-minute video: *insert here* | | | | |
| *NOTE:* ***Recommended length of Concept Note 3-4 pages.*** *Proposals over 8 pages are not accepted (supporting information can be included as annexes or appendixes. Examples are available through the* [*TIC Project Portal*](https://msfintl.sharepoint.com/sites/msfintlcommunities/tic/SitePages/Project-Portal.aspx)  *NOTE 2: Guidance on project management approaches (Agile and Waterfall) are available in the* [*TIC User Guide*](https://msfintl.sharepoint.com/:w:/r/sites/msfintlcommunities/tic/Guidelines/1.%20Guidelines/TIC%20User%20Guide%20V2.1%20-%20April%202024.docx?d=w90d75fcd4cbf4e44bc4abb16a43ba18b&csf=1&web=1&e=GLvUdb)*.* | | | | |

**Problem Statement / Need** *(Clearly articulate the need, challenge, issue to be addressed and its impact on the organisation and its social mission)*

**Proposal Description: Idea or Solution** *(Describe the idea, business case, prototype, other)*

**Description of Benefits** *(Describe the impact of project success and how it benefits our social mission (direct or indirect impact). What does success look like if this idea is scaled across MSF, e.g., how will this solution improve lives saved/improved, shorten response time, deliver more efficient service, save costs, etc.? What are the tangible benefits to MSF patients, programs/operations, staff?)*

**Alignment with Strategic Objectives** *(Explain how the proposal aligns with MSF, OD and/or Section strategic objectives and/or priorities, MSF We Want to Be, etc.)*

**Project Team Overview** *(Who will develop the idea; if large-scale project, who is the team/Steering Committee, what % of time are they dedicated to the project?) A* [*RACI template*](https://msfintl.sharepoint.com/:x:/r/sites/msfintlcommunities/tic/Guidelines/2.%20Templates/9.%20TIC%20RACI%20Template%20V1.0%20-%20November%202022.xlsx?d=w704420a72df34e448065dbd592a9f440&csf=1&web=1&e=GtB5Lm) *may be used.*

**Additional Resources Required** *(Describe types of people/skills/expertise required (internal MSF, external))*

**Key Stakeholders** *(Describe individuals, groups or organizations that may be impacted or may impact the project)*

**Diversity, Equity, and Inclusion Considerations** *(How does the project team reflect and harness MSF’s diversity? How will the project address barriers to meaningful inclusion and participation by equity-seeking groups[[4]](#footnote-5)?) For more information, please refer to our [User Guide, Chapter 7:](https://msfintl.sharepoint.com/:w:/r/sites/msfintlcommunities/tic/Guidelines/1.%20Guidelines/TIC%20User%20Guide%20V2.1%20-%20April%202024.docx?d=w90d75fcd4cbf4e44bc4abb16a43ba18b&csf=1&web=1&e=exxUp4)* *[Embedding a DEI Lens for TIC Proposals and Projects](https://msfintl.sharepoint.com/:w:/r/sites/msfintlcommunities/tic/Guidelines/1.%20Guidelines/TIC%20User%20Guide%20V2.1%20-%20April%202024.docx?d=w90d75fcd4cbf4e44bc4abb16a43ba18b&csf=1&web=1&e=exxUp4)*

**Environmental Sustainability Considerations***(Describe potential effects your project may have on the environment. What measures have been integrated to mitigate negative effects/enhance the environmental sustainability and be aligned with MSF’s Environmental Pact?) For more information, please refer to our* [*User Guide, Chapter 1: How to Apply -**Environmental Considerations*](https://msfintl.sharepoint.com/:w:/r/sites/msfintlcommunities/tic/Guidelines/1.%20Guidelines/TIC%20User%20Guide%20V2.1%20-%20April%202024.docx?d=w90d75fcd4cbf4e44bc4abb16a43ba18b&csf=1&web=1&e=exxUp4)

**Considerations in Scaling and Transition to Business-as-Usual Activities** *(Which activities are in place to ensure successful scale across MSF? How is transition to business as usual addressed? Who will govern/fund the activities post the TIC project/development phase? How are partnerships, intellectual property, contracts, etc. considered?)*

**Cost Breakdown** *(Describe the proposed budget, what will the investment funds be used for, budget, expected timing of expenses.) Please use* [*budget template*](https://msfintl.sharepoint.com/:x:/r/sites/msfintlcommunities/tic/Guidelines/2.%20Templates/7.%20TIC%20Proposal%20and%20Project%20Budget%20Template%20V3%20-%20Jan%202024.xlsx?d=w2ba1d34457a24e3ca2dee0256357ce8f&csf=1&web=1&e=SfZ4EN)

***See budget addendum.***

**Project Workplan:**

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| --- | --- | --- |
| **Stage** | **Timing** | **Deliverables/Activities** |
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Monitoring and Evaluation *(How will you quantitatively and qualitatively measure impact? What is the output/outcome/impact metrics and key performance indicators?) For more information, please refer to our* [*User Guide, Chapter 5: Defining TIC Project Metrics*](https://msfintl.sharepoint.com/:w:/r/sites/msfintlcommunities/tic/Guidelines/1.%20Guidelines/TIC%20User%20Guide%20V2.1%20-%20April%202024.docx?d=w90d75fcd4cbf4e44bc4abb16a43ba18b&csf=1&web=1&e=ZFnUqA) *and* [*Templates.*](https://msfintl.sharepoint.com/:x:/r/sites/msfintlcommunities/tic/Guidelines/3.%20Metrics/2023%2007%2004%20Annex%201%20TIC%20Metrics%20Framework%20v1.3.xlsx?d=w2c8c88fcab604e6baef9c9d7f26cf448&csf=1&web=1&e=ANLhW2)

**Risk Analysis**

|  |  |  |  |
| --- | --- | --- | --- |
| **Key Risks**  What would hinder project’s success? | **Risk Probability**  (H, M, L) | **Risk Impact**  (H, M, L) | **Risk Mitigation**  What actions would be taken to address the risks identified? |
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**Dependencies / Linkages** *(note if there is a link to other projects (TIC, MSF, external) or dependencies)*

**Have you submitted your proposal to another MSF entity and did not obtain approval/funding? If yes, add details.**

**Insert link to the 2-minute video**

**Appendix 1: Additional Information** (if required)

[TIC@msf.org](mailto:).

1. [↑](#footnote-ref-2)
2. Proposal Sponsorship Form must be completed by sponsoring OD/Partner Section/MSF International. [↑](#footnote-ref-3)
3. Proposal Sponsorship Form must be completed by sponsoring and supporting ODs. [↑](#footnote-ref-4)
4. Women/girls; persons with disabilities; black, Indigenous and people of colour; members of the LGBTQ2S+ community, etc. [↑](#footnote-ref-5)