

The Deal Note

The Deal Note is a simple tool for the rapid agreement between a project and a private partner to outline a mutually beneficial investment to a private firm to probe into a new business opportunity that will lead to broader market system transformation. Deal Note should not be more than 2 pages. This is designed for rapid assessment and overarching approval and needs to be signed by project and the partner.

Deal Note Template for Project and Partner

Company details (Proposed Partner for Project under this initiative)	<i>Overview of the company</i> <ul style="list-style-type: none"> • <i>(contact details, manager, etc)</i> • <i>business objectives, products, sales, etc</i> • <i>how the company works</i>
Objective of the Partnership with Project during the xxxx season	<i>What are the overarching objectives of the partnership towards long term business and sectoral growth? Especially important to state the benefits to the system</i>
Proposed Partnership Activities	<i>List of the activities that will be undertaken to achieve the objective between the two parties required to achieve the objectives.</i>
Partner Responsibilities under the partnership	<i>What the partner will be contributing to the project activity</i>
Project Responsibilities under the Partnership	<i>What the project will be providing</i>
Expected Results from the Partnership	<i>detail the expected results in a quantitative manner</i> <i>Detail the expected results for the system</i>
Financial Contribution by Partner	value of the contributions from partner (in cash and in kind) listed in detail (in attachment)
Financial Contribution by Project	project financial contributions (in kind and in cash) (detail milestone payments in annex)
Milestones and payments?	<i>if the project is making cost shared payments to the partner company against outputs, then detail the milestones that should be reached. Milestones should be “stretch goals”</i>

Annexes:

- Detailed workplan and budget
- Detailed Milestone payment schedule