

CORAF/WECARD Competitive Grant and Commissioned Research Schemes

Guidelines for preparing Project Concept Note (PCN)

CORAF/WECARD Reference:	Unique reference number provided by CORAF/WECARD
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NOTE: Contact Details in this section are submitted on a separate sheet

Project Coordinator	This is the person with overall responsibility for the application to CORAF/WECARD and the implementation of the Project.
Address	Contact details for the Project Coordinator
Telephone	
Fax	
e-mail	
Collaborator[s]	Collaborating organisations with which agreements have been made. A letter of intent/commitment addressed to the lead institution, which demonstrates the collaborators are an active part of the proposal, must be included with the PCN.

These following sections are submitted on separate sheets to the *Contact Details*

Project Title	The applicant should provide a title, which concisely and accurately describes the scope of the work.
CORAF/WECARD Priority Area	This is the specific area that the project addresses. Note that proposals which do not address issues defined by the CORAF/WECARD <i>Call for Proposals</i> will not be processed.
CORAF/WECARD Cross-cutting and Core Functions	Key cross-cutting and core functions of CORAF/WECARD that are of particular focus in the PCN.
Project Location	The countries for the proposed project – a minimum requirement is for the project to be carried out in at least 3 countries. Only PCN that satisfy this criterion will be processed.
Total Cost of the Project	Total budget required to implement the full-term project. CORAF/WECARD will indicate in the call for proposals any maximum or minimum budget limits.
Duration of the Project	How long will the project last? The maximum period is three years and there is no minimum, unless stated in the call for proposals.
Date of PCN submission	The date that the PCN was dispatched to the CORAF/WECARD Executive Secretariat

Specific Objective of the Project [Guideline 400 words]

What is the justification for the proposed Project? The *Specific Objective* is the impact or change that the Project hopes to achieve by delivering its Results, and provided certain Assumptions hold. It is also stated in summary form in the logframe. It is the reason for the project and should address an identified constraint to the development of the agricultural sector in the sub-region. It should be demand-driven and fall within the regional or country priorities given in the CORAF/WECARD *Call for Proposals* and the Strategic Plan. These are based on some of the key sub-regional and regional targets for the agricultural sector and clearly identified demand from end-users. Background information should include a description of the importance of the constraint[s] that the project is seeking to address and a very brief summary of any significant work already carried out in this area.

Project Results [Guideline 300 words]

What will be the Results of the work? This is what the project will deliver. They are the terms of reference for the project. They are the necessary and sufficient conditions, provided Assumptions hold, for the achievement of the Specific Objective. They must be measurable, and deliverable within the time frame of the Project. They should reflect aspects of the CORAF/WECARD Results identified in its Strategic Plan [see Chapter 7, page **Erreur ! Signet non défini.** of the CORAF/WECARD CGS operation manual] which in summary cover technology/innovation generation [in the widest sense], policy research, capacity strengthening, and knowledge management. They may be seen as, inter alia, manuals, audio-visual products, agricultural products, infrastructure, marketing or information systems, policy options, institutional change, technologies. Promotion pathways to target organisations and beneficiaries should be identified where appropriate. Target organisations are those formal or informal groups, which will take up the Results of the proposed work and engage in the process of further increasing the numbers of users of the knowledge, technology or methodology.

Research and Development Activities [Guideline 300 words]

How will the project be implemented? An outline of the studies, surveys, experiments and *Activities*, which are to be designed and implemented in order to deliver the *Results* of the project. There should be an *Activity* or group of *Activities* associated with each *Result* of the project, the *Activities* defining the action strategy for *Result* delivery.

Holistic methodologies that use novel approaches and combinations of stakeholders in innovative ways are encouraged.

Target Groups and Beneficiaries

Who are the main target groups and beneficiaries of the proposed work? The *target groups* are those closely involved in the implementation of the project whilst *beneficiaries* are beyond the immediate project boundary. Both groups will gain social, economic or environmental advantage from the technology/innovation, methodology or knowledge transfer *Activities* of the work to be supported. The *target group* immediately and the *beneficiaries* after further up-scaling of project *Results*. They may be identified in, for example, the household, the village community or the regional/national community.

Assumptions

Explain particularly significant Assumptions at each level in the logframe. Important assumptions are **external** conditions or are factors over which the project does not have direct, or complete control, but on which the delivery of Results and achievement of objectives depends. See Chapter 2, page **Erreur ! Signet non défini.** of the CORAF/WECARD CGS operation manual on logframe preparation, for further information.

Financial Summary

The financial summary should take in to account anticipated inflation, and be kept to a minimum consistent with achieving the project *Outputs*.

^{1,2} Proposed <i>Activities</i>	Year 1	Year 2	Year 3	Total
Activity 1		For <i>process projects</i> an estimated expenditure based on projected <i>Activities</i> is required for years after year 1		
Activity 2				
Activity ...n				
³ Overheads				
³ Contingency				
TOTALS				

¹ Rates for travel and subsistence should be according to the institutional norms of the organisations involved with the application. Certified, documentary evidence is required with the PCN that these are official rates. These should be kept to a minimum consistent with achieving the *Outputs* described in the PCN.

² A full justification for the purchase of equipment will be required in the project proposal.

³ The total of *Overheads* and *Contingency* should not exceed 15%, and should, in any case, be kept to a realistic minimum. Where private sector organisations have additional tax liabilities the CORAF/WECARD Executive Secretariat should be consulted.

Format for Organisational Profiles

1. ORGANISATIONAL PROFILE – NGOs and Community-based Organisations (CBO)

NGO and CBO Organisations wishing to act as the coordinating/lead organisation for a proposal should complete the following form. Additional information can be put on a separate sheet and attached to the form. None of the information given here will be disclosed without your consent. **It should be submitted at the same time, but separate from the PCN.**

Name of the organisation	
Type of the organisation [local, regional, national]	
Contact details [address, telephone, fax, email]:	
Registration date and serial number with concerned organisation:	
Date started to work:	
System of book-keeping:	
Date of last renewal of the registration:	

Description of work							
Type of work	Region or area	Household covered /contact person			Working period	Fund mobilisation	Source of fund
		Total	Female	Male			
Past work							
Extra rows may be added as required or details attached on a separate sheet							
Present work							
Extra rows may be added as required or details attached on a separate sheet							
If you have an internal fund, describe briefly how it is generated.							
List the major objectives of your organisation mentioned in your organisation's act.							

How have you analysed the local agricultural and social situation of the area?

Is there any community or other, contribution to your programme?
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Explain briefly, what kind of relationship/co-ordination your organisation has with other organisation[s]?

Does your organisation give emphasis to gender issues? If yes, at what level [for example, in office staff recruitment, responsibilities of staff, beneficiary's level in participation/decision making/benefiting from the programmes]?

Human resource in the organisation			
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Name of persons	Position in organisation	Education qualification	Area and number of years of experience

Extra rows may be added as required or details attached on a separate sheet

RECENT PUBLICATIONS [titles and references] by the organisation and its staff
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<p>The size of the boxes on this form has been reduced for presentation purposes.</p>
