

ACP-EU Cooperation Programme in Science and Technology (ACP S&T II)

Proposal writing workshop

November 2012



Background

- First call for proposals was in 2008
- 36 projects approved (18% success rate)
- Two projects led by South Africa in first round
- Second call now out, closing 7 February 2013
- Total of EUR 20.8 million available
- NB – some changes in priorities since first call



ESASTAP

european - south african science and technology
advancement programme

Priority areas

- Energy Access and Efficiency
- Agriculture and Food Security
- Other sectors and/or interdisciplinary approaches are not excluded as long as they are in line with programme objectives
- Proposals can also target horizontal, non-thematic strengthening of STI capacities
- Tip: think laterally about cross-cutting issues such as the impact of HIV/AIDS on agriculture

Objectives of the call

- To address the scientific and technological divide between ACP member states and the most industrialised countries
- To strengthen STI in ACP countries to enable creation update and use of scientific knowledge
- To enhance the use of STI as a key enabler for poverty reduction, growth and entrepreneurship

Two sets of funding

- Lot 1 - 17.8M euros from European Development Fund
- Lot 2 – 3M euros from South African contribution

Eligibility - countries

- 79 ACP countries Lots 1 + 2
- 27 EU Member states Lots 1 + 2
- 3 EU candidate countries Lots 1 + 2
- 3 EEA EFTA states Lots 1 + 2
- OECD/DAC members Lots 1 + 2
- UN's LDC Lot 1
- (Central) Asia/Latin America Lot 2

Eligibility

- The applicant can be from any listed country
- Must be at least 3 partners (including the applicant) from at least 2 different ACP states
- There must be a majority of ACP partners
- Tip: try to have at least one partner more than the minimum in case one pulls out during the project

Specific results expected from the call

- STI goals and priorities identified, formulated and mainstreamed in the national and regional strategies of ACP countries
- National and regional capacities to devise, manage, monitor, evaluate and disseminate STI priorities and their programmes are improved
- The importance of STI for development is acknowledged by decision makers, mechanisms of innovation understood by policy makers and a culture of science promoted among the general public

Most important

- Note the key words – what are the important things that are being looked for
- Tailor your proposal to the call – not the other way round!
- So – first read the call and only then come up with project ideas!
- Get all your partners on board and involved so that they take ownership of the project

Conceptualizing the project

- Start by defining the problem your project will address
- Draw up a problem tree
- Then think about your objectives – how will the problems be solved by undertaking the project
- Draw up an objective tree
- The objectives should define the results

What activities are allowed? (1)

Related to S&T policies:

- Multi-stakeholder workshops
- Actions to strengthen legal frameworks, IP rights and tax incentives
- Studies on state of the art of STI, evolution of R&D investments, relationships between research institutions and private sector
- Working groups for S&T policies and planning

Tip: Policies be at institutional or network level, not necessarily at government level

What activities are allowed? (2)

Related to capacity strengthening:

- Knowledge dissemination through publications, databases, information management
- Interlinking researchers, civil society, business etc
- Identifying, trialling and exploring innovatory approaches
- Establish mechanisms to advise public bodies on S&T policies

What activities are allowed? (3)

Related to increasing awareness of importance of STI for development:

- Promoting awareness of S&T
- Promote professional scientific associations across countries
- In service training of teachers and production of educational material for schools
- Competitions and summer camps to promote science
- Public debates and consultations in association with IKS
- Capacity building for civil society on research issues

What activities are NOT allowed?

- Pure research activities (or actions that contain R&D to any significant extent)
- Actions concerned mainly with individual sponsorships for travel or individual bursaries

Some other issues

- Projects can run from 1 to 3 years
- There should be an inception phase and a phase-out period
- Most activities must take place in ACP countries

Submitting a proposal

- The concept note and full proposal need to be submitted together – this is not a two stage process from the applicant's point of view
- The concept note will be evaluated first and will have to pass the hurdles before the main proposal is considered
- The concept note needs to be tailored to the evaluation criteria!

Evaluation criteria – Concept Note

	Sub-score
Relevance to the objectives and priorities of the call	5*2
Relevance to the needs and constraints of target countries/regions	5*2
Are target groups and beneficiaries clearly defined and strategically chosen?	5
Value added elements – environmental sustainability, Promotion of gender equality, good governance and human rights or climate change	5
Coherence of the design of the action	5*2
Feasibility and consistency wrt objectives and expected results	5*2
TOTAL	50

Drafting the concept note

- Use the template provided – click on the Europeaid link from the website to download all relevant documents
- <http://www.acp-st.eu/content/acp-eu-cooperation-programme-science-and-technology-ii-st-ii-call-proposals-launched-0>
- Keep strictly to the page limits specified
- Make sure you use the recommended font and margins

What goes into the concept note?

- Summary of the action – fill in table
- Relevance of the action (max 3 pages)
 - Relevance to the objectives/sectors/themes/specific priorities of the call
 - Relevance to the particular needs and constraints of the target countries and/or sectors
 - Needs and constraints of target groups and final beneficiaries, and how the action will address these needs
 - Value added elements (eg public-private partnerships, **gender equality, environmental issues**, rights of indigenous peoples)

What goes into the concept note?

- Description of the action (max 1 page)
 - Background to the preparation of the action.
 - Describe the objectives of the action
 - Describe the key stakeholder groups, their attitudes towards the action and any consultation undertaken with them.
 - Provide brief information on the type of activities foreseen and specify related outputs and results, including a description of linkages/relationships between activity clusters.
 - Indicate the broad timeframe for the action and describe any specific factor that has been taken into account.

Is it a winner?

- The concept note must 'sell' the relevance of the project in just a few pages!
- It has to stand out from the crowd!
- Make sure it 'ticks all the boxes' according to the evaluation criteria
- A good idea – ask an experienced colleague to read through as if they were an evaluator, assign marks and suggest improvements

Evaluation criteria – full proposal

Criterion	Score
Financial and operational capacity:	
Experience in project management	5
Technical expertise	5
Capacity to manage the project	5
Stable and sufficient sources of finance	5

Must score >12 out of 20 for these criteria

Evaluation criteria – full proposal (2)

Criterion	Score
Activities are appropriate and consistent with objectives of call?	5
Action plan clear and feasible?	5
Verifiable outcomes and evaluation?	5
Partner participation satisfactory?	5
Likely impact on target groups	5
Scope for multiplier effects	5
Sustainability (financially, institutionally, policy level, environmental)	5
Activities appropriately reflected in budget	5*2
Cost effectiveness	5
TOTAL SCORE	100

Drafting the full proposal

Elements of the proposal:

- Description
- Methodology
- Indicative action plan
- Sustainability
- Logical framework

Description (max 14 pages)

- Describe specific expected results indicating how the action will improve the situation of the target groups and final beneficiaries
- Describe each activity (or work package) to be undertaken to produce results, justifying the choice of the activities and specifying the role of each partner

The description

- Description must be in line with the concept note
- Must form a coherent story, not just a random set of activities/WPs
- Each activity must address an identified need
- Project management should be a separate activity or WP
- There should be an inception phase and a close-out phase

Methodology (max 4 pages)

- Methods of implementation and reasons for the proposed methodology
- ↑Linkages/synergies with other programmes
- ↑Evaluation and follow-up procedures
- ↑Roles and responsibilities
- ↑Organizational structure
- ↑Equipment, materials and supplies
- Stakeholder attitudes
- ↑Visibility actions

Duration and action plan

- Give time frames for planning and execution of all activities
- Activities should follow a logical progression
- Should fit comfortably within the duration of the project
- NB – this information will be used later in the budgeting process

Sustainability (max 3 pages)

- Expected impact of the action
- Dissemination plan
- Detailed risk analysis and contingency plan
- Preconditions and assumptions during and after the implementation phase.
- How sustainability will be secured after completion of the action (financial, institutional, policy level) .

Logical Framework

- Use separate template provided (Annex C)
- The logframe should relate to the problem tree and objective tree
- May be useful to complete this early on in the drafting process to clarify thinking on how the activities address the objectives of the proposal

Drafting the Logical Framework

- Describe how exactly the proposed project is built up to achieve results.
- Specify the components that contribute to achieving the stated results and objectives.
- Identify specific indicators to be used to measure the project performance.
- Specify the important assumptions and uncertainties (or: critical success factors) beyond the control of the project

And so to the next stage –

THE BUDGET!