**Agricultural Productivity Programme for Southern Africa (APPSA)**

**CONCEPT NOTE**

# SECTION A: SUMMARY

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| 1. | **PROJECT TITLE:** |  |
| 2. | **ABSTRACT (not more than 150 words)** | |
| The abstract should briefly summarize the problem and knowledge gaps being addressed, the methods to be used, data needs, a statement on how the study/dissemination project will contribute to knowledge and/or practice, the policy/program implications of the research, and the expected outcome and impact | |

**SECTION B: PARTICULARS OF APPLICANT AND PARTNERS**

Applicant is the Principal Investigator (PI) while partners are Co-PIs. At least one Co-PI should come from a different Country. You may consult the secretariat to assist with a database of possible experts in your line of research)

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| **1.** | **APPLICANT** | |
| 1a. | Name & Address of Principal Investigator (PI) (including country) |  |
| 1b. | Name of PI’s Organisation |  |
| 1c. | Name and designation of authorised signatory approving PI’s submission: |  |
| **2.** | **PARTNER 1** | |
| 2a. | Name & Address of Co-Principal Investigator (Co-PI) (including country) |  |
| 2b. | Name of Co-PI’s Organisation |  |
| 2c. | Name and designation of authorised signatory approving Co-PI’s submission: |  |
| **3.** | **PARTNER 2** | |
| 3a. | Name & Address of Co-Principal Investigator (Co-PI) (including country) |  |
| 3b. | Name of Co-PI’s Organisation |  |
| 3c. | Name and designation of authorised signatory approving Co-PI’s submission: |  |
| **4.** | **Backstopping institution (if any)** |  |

**SECTION C: PROJECT DESCRIPTION**

**1. BACKGROUND AND JUSTIFICATION (Maximum of 1page)**

This section should provide the scope and relevance of the project. The section should justify the chosen focus of the proposed research by providing a brief description of the nature, scope and scale of the situation and associated opportunities and/or constraints that the research will address and the client or group(s) on which it will focus. Cite any pertinent literature.

**2. GOAL, PURPOSE AND OBJECTIVES (half page)**

State the overall goal, purpose, and objectives of the proposed project, clearly describe what will change if the proposed activity is carried out successfully and what evidence will be used to prove that this has happened.

**3. OUTPUTS AND EXPECTED OUTCOMES (Max 1.5pages)**

Describe each of the expected outputs and products that the R&D Project should attain. By whom and how will the outputs be put into use? What will happen (outcomes) when the outputs are put into use?

Results must include uptake promotion with target stakeholders covering ultimate beneficiaries and the institutions that will utilise the findings, insights and knowledge-sharing products of the R & D process.

**4. METHODOLOGY (Max 1.5pages)**

Provide description of methods of implementation; reasons for the proposed methodology; how the project is intended to build on a previous activity (where applicable); level of involvement of partners in the project. Specify the tasks associated with each output, comments on any special challenges that the team foresees and its plan to deal with them should be stated. Details of the location of specific components of the R & D, including possible attention to gender and any environmental factors that will need to be considered should be included.

**5. MAIN BENEFITS AND BENEFICIARIES (Half a page)**

Indicate the target beneficiaries and the main social, economic or environmental benefits by category of beneficiaries and segments of the society and gender.

**6. RISKS AND ASSUMPTIONS (Half of a page)**

Include those factors that might contribute to the R&D Project failing to achieve its objectives. Important assumptions are external conditions or factors over which the R&D Project cannot exert control, but on which the accomplishment of objectives depends.

**SECTION D: ILLUSTRATIVE BUDGET (in US$)**

|  |  |
| --- | --- |
| *Cost Item* | *Budget (US$)* |
| 1. *Capital Equipment*   *(major items to be procured)* |  |
| 1. *Field/Research Expenses*   *(including procurement of inputs, field expenses, management, and monitoring of trials etc)* |  |
| 1. *Travel*   *(all travel expenses for domestic and international travels including perdiems, tickets and fuel costs)* |  |
| 1. *Meetings and Workshops*   *(all costs related to conferences, meetings and trainings including conference package charges and accommodation)* |  |
| 1. *General Administrative Costs*   *( Including indirect costs, Office materials and supplies)* |  |
| ***Total Amount*** |  |

**SECTION E: UNDERTAKING FROM PIs and Co-PIs**

We, the undersigned, confirm that we have materially participated in the preparation of this proposal. To the best of our knowledge, all information provided is current, complete and accurate and based on the need to efficiently and effectively meet the needs of the target population**.**

|  |  |
| --- | --- |
| Name and Signature of Principal Investigator | Date |
| Name and Signature of Co-Principal Investigator | Date |
| Name and Signature of Co-Principal Investigator | Date |

NB. All PIs and Co-PIs must sign the Concept Note.

**SUBMISSION OF CONCEPT NOTE**

Please submit all Concept Notes for the attention of:

Refer to the advert

**CONCEPT NOTE ANNEX 1: Summary CV of PIs and Co-PIs**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. | Names (surname 1st) |  | | | |
| 2. | Host organization | *Name* | | *Physical, postal address, phone, fax, email* | |
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| 3. | Education – (*Tertiary and above unless highest qualification is less than tertiary)* | *Dates* | *Qualification* | | *Institution* |
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| 4. | Other relevant training - *up to a maximum of 5 relevant technical short courses* | *Dates* | *Course title* | | |
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| 5. | Work Experience – *(up to maximum of 5 posts/assignments in reverse chronological order)* | *Dates* | *Organizations, Positions held and main duties* | | |
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| 6. | Publication record – *(up to a maximum of 5 most relevant in the last 5 years and may include refereed R & D papers, non-refereed R & D reports, outreach/ extension publications)* | *Dates* | *Publication* | | |
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