

Attachment 1

BioInnovate Africa: Proforma for the Preparation of Concept Notes

Please use this format when preparing BioInnovate Concept Notes. Some explanatory notes are given under each heading in the Proforma below to highlight the priority items to be addressed in each section. Deadline for receipt of applications is January 31 2011. Please submit to bioinnovate-calls@cgiar.org

1. **Title of the Concept Note**

In the front title page, please provide a concise and clear title for the innovation and or policy project consortium, PI and CO-PIs with their full addresses

2. **Summary**

Please include up to a one-page a concise summary of the Concept Note. This overview is intended to be a high-level summary of the Concept Note to be used for reference within the Program, not a substitute for the more specific information requested in other sections of the Concept Note.

3. **Background and rationale for the proposed project**

This section will represent the reasons behind your proposal and will specify what you wish to change or contribute through your project. It should present the facts and evidence that support the need for the Innovation OR Policy project by way of robust literature review. Provide enough background information to show your familiarity with the prior innovation related activities OR policy on the topic and to justify the need for the project. How does the proposed project fit within the BioInnovate priority areas of Themes 1 and/or 2 (positioning of the proposed project within Bioinnovate Thematic Area 1 and 2).

4. **Adding value to existing efforts (relevance and quality of content of the proposal):**

The proposed project should demonstrate and clearly show the quality and relevance of the approach; Likely chances of success; Moreover, the proposal should clearly display knowledge of prior work done in the region on the proposed project activities, i.e. robust review of prior information and showing the gaps and value addition clearly. It is also a requirement that the proposed project should demonstrate complementarities and/or collaboration with regional programs and other existing efforts, such as the AU/NEPAD African Biosciences Initiative, including the BecA/ILRI Hub; CAADP; ASARECA; FARA; ECA, IGAD, etc.

5. **potential for economic and social impact**

Show evidence of demand for innovation in target sector and its potential to stimulate economic growth and sustainable development in the Region. What is the development goal and or policy question to be addressed? Consortium partners will need, in their project design, to take into account the question of demand for what the project will produce (outputs), in both an economic and social sense. Project partners also need to assess development and/or dissemination costs of the proposed innovations and to what extent the innovations will be economically viable

6. **Regional and international collaboration**

The project approach must be based on regional/international collaboration. Funding will be granted for projects where it can be clearly demonstrated that a regional approach is more effective than individual national projects.

7. **Project goal and purpose**

Provide specific project goal and purpose, derived from development goal.

Objectives

Provide specific objectives linked to achieving the stated development goal. Objectives should be specific, measurable, achievable, and realistic and time bound. It is important to clearly demonstrate that it is feasible to solve the problem on brief, on budget and on time.

Outputs

Outputs refer to the most immediate sets of accomplishments necessary, but not sufficient, to produce outcomes and impacts. Possible output may include the number of tons of new seed varieties distributed.

Outcomes

Outline Intended outcomes from the project that will contribute to economic and social development in the Region. These include Intermediate observable and measureable changes that may serve as steps toward impact for the region. Possible outcomes may include an increase in crop yield in drought prone areas, policy change, etc.

8. Methodology and description of project activities

A clear description of the materials needed for the project activities for the stated objectives and the specific procedures to be followed should be provided. It is necessary to include project design, value chain analysis and evaluation to be used in this section.

9. Pathway to impact (commercialization and or use)

The concept note should show a pathway for utilization, for either commercial use and/or public good; and it should include an implementation plan that demonstrates the necessary linkages along the innovation chain to ensure delivery to identified end users; Potential impact and outcomes of the project and its outputs on the target groups, contribution to achievement of MDG's and potential of international cooperation beyond the project; Quality of the plan for implementing and evaluating the dissemination and exploitation of the expected project outputs and the knowledge generated by the project.

10. Matching funds

Identify any matching funds coming from the partners and/or other investors, including governments and/or development agencies;

11. Institutional support

Demonstrate strong institutional support from partners for the proposed project, including any in kind contributions, such as staff time;

12. Team Leadership, Composition and Roles of Partners**Team leadership**

Demonstrate strong track records of the proposed team leader - PI (Principal Investigator) and the Co-PIs; one page CVs for the PI and the co-PIs to be included as Annex 1.

Team composition and roles of various partners

Identify the partners who will be participating in the proposed project and the role of each partner in the proposed project. Teams should be multidisciplinary and multi country, with partners mainly coming from within the eastern Africa region.

Each team to include at least three institutions drawn from the public and/or private sectors in different BioInnovate participating countries in eastern Africa; one of the partners from within the region will be the designated project lead institution; the team should include at least one private sector company or NGO; and the team should include at least one other collaborator from within or outside the region; with a minimum of four and a maximum of six partners in the project.

Principal Investigator/s – Name and position of the Team Leader and his/her respective lead organization. Provide at least two examples of previous team management experience including a referee who may be contacted by BioInnovate to verify any information.

Co-Principal Investigators at Partner organizations – Name and positions and their respective organizations (e.g. National agricultural research institutes; regional organizations).

Development and promotion partners - e.g. other national agricultural research institutes; regional research organizations; international research partners.

Development/delivery partners - e.g. private sector, entrepreneurs, civil society, NGOs, national government agencies; other development agencies.

13. Intellectual Property and Other Policy Issues

The Concept Note should show if any IP issues are identified and how these would be addressed in the proposed project. Any other policy issues that are connected to the delivery and impact of the specific innovation should also be addressed in the Concept Note.

14. Monitoring and Evaluation Plan

Include an internal monitoring and evaluation plan, including indicators for monitoring progress of the project towards results; include milestones, time frame and indicators of success.

15. Milestones and time frame

Milestones to assess progress towards achieving outputs; Outputs to be linked to time frame for achieving milestones, by six monthly periods, with projects lasting up to 3 years.

16. Indicators of progress towards results

Include annual indicators to assess progress towards achieving development outcomes (e.g. distribution and uptake of new technologies, adoption of new policies, etc).

17. Communications

Include a Communications plan for how the project outputs and results will be communicated to the public, policy makers and potential end users.

Indicative project budget and project duration

Please provide indicative budget for proposed project activities. Indicate any other sources of current or likely future financial support, which would complement BioInnovate support to the Proposal.

Annex 1 Team leadership details

Please attach as a single Annex, the one page curriculum vitae (CVs) for the Principal Investigator (PI) who will be leading the overall effort; and also one page CVs of the co-PIs from the other partners, who will be leading their respective partner teams within the overall proposed project.