Guidelines for applying organisations

(In the following document, the term "organisation" includes network and research council.)

KEY INFORMATION OF THE PROPOSAL

1.Program (Title)

2.Involving
a) List of countries
b) List of regions (Africa, Latin America, MENA, Asia, Global)

3. Applying for
a) Amount
b) Period

4. Bearer network/research council/organisation (name)
a) Address, phone-number, e-mail address
b) Program coordinator, phone number, e-mail address
c) Mission statement, summary of the strategy and medium- and long-term objectives of the organisation (*max. half a page*)

5. Popular summary of the programme for publishing (*max. one page*)
The summary should include overall objectives, programme objectives, target group, and motivation of why it is relevant for development

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1. Background of the organisation

1.1 History of organisation

1.2 Previous and current overall context of research in the field of expertise in low-income countries.

1.3 What role has your organisation played in this context?
What is the contribution of your organisation? What makes your organisation unique in relation to other organisations/institutions that promote research in the field.

1.4 Achievements
Describe the previous experiences of cooperation in the defined research area, earlier achievements and lessons learned.

If there has been previous collaboration with Sida, provide a short history of this collaboration. State the achievements to the objectives of the previous cooperation and describe the lessons learned: What worked? What did not work? A self-assessment is recommended to present results and achievements of the Sida support to date. How do existing evidence and previous experience support or contradict that objectives will be met?

2. Program Proposal

3.1 Objectives/results - expected outcomes

State the objectives and results to be achieved during the cooperation period (outcome and possible impact)

3.2 Description of the program and its different components.

Describe the overall program and the different components.
Specify the order of priority of the components.

If there has previous collaboration with Sida, make a clear distinction between the "old"/ongoing components for which support is requested and for those that are new.

List the networks involved and describe if /how the programme is linked to national universities, especially in low income countries and to research institutions regionally.

3.3 Relevance

Explain the relevance of the program and its different components i.e. in relation to major problems in the country/region/globe from a
1) development perspective and
2) scientific perspective i. e. the production of evidence based knowledge and knowledge gaps in research.

If applicable, describe the relation of the program to national/ regional/ global policies and strategies in both areas (development and research). Provide links to the organisation's own policy and strategy documents

3.4 Results framework

3.4.1 Results.

- Clarify what is to be achieved (objectives at different levels).
- Describe how the objectives will be achieved, i.e. what are the causal relationships and assumptions regarding how the objectives are to be achieved? (intervention logic or theory of change)
- Describe how the intervention will be monitored and/or evaluated, i.e. how will you know if the intervention is leading to the objectives? (monitoring method, which often involves indicators)

This information is often presented in a matrix with baseline, target value, results and different levels (output, outcome and impact) and indicators for the entire cooperation period, but it can also be presented in another format. Sida does not require interventions to be presented in a specific format or in Sida's terminology. Indicators, targets and baseline data are often used when monitoring interventions although they are not mandatory. What matters is that your organisation is able to monitor progress and have chosen a monitoring method for results-based management that is appropriate.

3.4.2 Effectiveness. Assess the likelihood that your activities will reach its objectives

3.4.3 Risks. Risks mitigation. Make critical assumptions about internal/external conditions that may hamper the achievement of the objectives or that could delay or hinder the implementation of the programme. Indicate how such risks can be addressed and mitigated.

3.4.4 Cross-cutting issues. Describe how cross-cutting issues (gender balance, geographic balance etc.) will be integrated and monitored through the results framework with adequate indicators.

3.5 Budget

3.5.1 Resources. The application should outline the total financial resources requested from Sida in Swedish Kronor (SEK). Information on the exchange rate used shall also be specified. It must include detailed budget proposal and a budget summary. The organisation's own budget system should be used to develop the budget. The budget needs to be explained and justified. Motivate the proposed budget items and their size in relation to the expected outcomes and outputs. The budget should cover estimated costs for the entire cooperation period.

In addition, planned contributions from different external sources including development agencies and funding organisations should be outlined. A statement indicating the status of such planned contribution should be provided

Sida may fund certain administrative costs. Such costs should be clearly specified in the budget.

The application should include the organisation's total budget under the entire cooperation period.

3.5.2 Cost efficiency
If the organisation has regulations or a praxis that promote a cost-efficient use of funds, this should be described. The presented budget should include reasoning about cost efficient choices.

3.6 Communication

The organisation's strategy or action plans for communication and dissemination should be described.

3.7 Use of research results

If there is a strategy for the use of research results or innovation this should be described.

3. Internal Assessment

4.1 Management

4.1.1 Organisational structure
Outline the current organisational structure and staffing situation, specifying academic qualifications, research background and experience

of staff members. Please attach a short (not more than 2 pages) CV s of the staff *directly* working in programme.

4.1.2 System for planning, monitoring and evaluation (including management structure). Describe the governance structure of the organisation. The decision-making lines should be clear. Please define your data sources, indicators and division of responsibilities in the data collection and reporting. It is necessary to demonstrate that you have the capacity to implement your plans satisfactory in order to achieve the planned results.

4.1.3 Risks. How do you analyse and manage risks?

4.1.4 Financial management system (budget preparation, budget execution, accounting system and financial reporting system) and **adequate internal control** should be described. **Procurement regulations** (whether you plan to procure goods/services as part of the intervention) and **anti-corruption** measures (routines, resources and competence) should be described.

Attach the two most recent financial audit reports to the application and provide details of any response to the findings of the audit reports. *Attach a system based audit if this exists.*

4.2. Scientific quality

4.2.1 Quality Assurance and Accreditation. What procedures and regulations are in place to ensure that research projects and research training programs (PhD and MSc) are of international quality?
In the case of a research council or when grants are channelled through a secondary recipient, specify who can apply and how, as well as modalities for peer-reviewing and quality assurance.

4.2.2 Ethical approval issues. The program participants are expected to respect and follow international conventions and declarations. Provide the rules and regulations of the organisation for ethical issues (trials, behaviour, handling of personal data etc.)? Provide information on how your organisation ensure compliance with international conventions and declarations on ethical considerations and intellectual property rights

4.3 Sustainability

4.3.1 Assessment. Describe the organisation's capacity to sustain the activities of the organisation over time. What efforts have been made for diversification and sustainability?

4.3.2 Funding. Provide information about your long-term strategy for funding of your organisation and its activities, including partner and donor coordination.

4.3.3 Sustainability plan. How can the work of the organisation and the effects be sustained at a reasonable level after the cessation of external

support in terms of impact on human, environmental, institutional and financial resources? Develop a sustainability plan.

A strong focus must be kept on increased diversification and economic sustainability. Describe in brief the fundraising strategy of the organisation/network/research council.

4.4 Environmental assessment

What negative impacts on the environment or climate could the programme activities have? Describe what environmental issues the organisation has to deal with and how the organisation will mitigate negative impact on the environment.

4.5 Has a rights-based perspective been taken into account in terms of the four principles: non-discrimination, participation, openness and transparency, accountability?

The rules and policies of the organisation in relationship to the 4 perspectives should be provided and the related questions answered.

a) Is *discrimination* (by sex, age, ethnicity, religion, disability, gender identity or sexuality) addressed and does the intervention includes an ambition to counteract discrimination (like legislation, policy or praxis). How does your organisation work with these issues?

b) Is *participation* by those affected by the intervention (directly or through representatives) been ensured in planning and formulation of the problems addressed and can they participate in implementation and follow up?

c) Is *openness and transparency* regarding the intervention ensured by the partners, and do those affected by the intervention have enough insight to participate in a meaningful way.

d) Can *accountability* be demanded by those affected by the intervention? Do they know who is responsible for the intervention and can they demand accountability (directly or through representatives)?