Annex 1: Call for Applications

**Annex A: Grant Application Form**

**Community Action Research Project for Enterprises (CARP–E)**

**CALL FOR PROPOSALS**

**Open Competitive Call for Universities in Malawi/Mozambique Only**

**Reference: ……………/CARP-E/2024**

**Submission Deadline:** xxxx

**Submission Channel: xxxxx**

**SECTION 1: APPLICANT INFORMATION AND SUMMARY**

|  |  |
| --- | --- |
| Project Title |  |
| Name of Team Leader and institutional affiliation with full addresses including email and telephone |  |
| Names of team members and institutional affiliation with full addresses including email and telephone |  |
| Strategic value chain/integrated value chains the project addressing |  |
| Private sector partners identified and will be engaged |  |
| TVET institutions identified and will be engaged |  |
| Civil society identified and will be engaged |  |
| Participant communities engaged in the co-creation of the intervention and will continue to be engaged in implementation |  |
| Core Enterprises or Intervention areas to be strengthened |  |
| Target direct and indirect beneficiaries and their expected numbers |  |
| Expected Number of Jobs/work opportunities to be created |  |
| Expected Number of Spin-offs from interventions proposed |  |
| Additional enterprises or markets to be accessed |  |
| Project duration |  |
| Project start date |  |
| Total project budget | $30000 |
|  |  |

**SECTION 2: PROJECT DESCRIPTION AND ALIGNMENT WITH OBJECTIVES (4 pages maximum)**

Applicants are free to structure this section in whatever way is most appropriate for their concept. Please include at least the following items in your discussion:

* Provide a succinct summary of the Project. Please note that this summary will be provided to the evaluators for review and should provide a clear summary of the project and the value chain it addresses. Including rationale, objectives, outputs and outcomes to be delivered by the project and potential impacts to be achieved.
* Challenge statement in the agri-food systems and entrepreneurship development; what is the issue you are trying to address? Who is impacted, and why does the challenge exist in the current environment?
* Describe the focus enterprise or enterprises and the key commodities, services or process they provide. Show how this helps address one, or more, bottlenecks in the value chain. Highlight the current limitation and indicate how you will determine if expanding and supporting this enterprise will be responding to demand.
* Outline proposed activities to achieve increased viability of the enterprise and how it will strengthen the value chain. Include rationale, planned inputs, and anticipated outputs.
* What is unique and creative about your proposed solution and approach, what is catalytic about it?
* What are your anticipated results, and who will benefit?
* Provide a provisional implementation timeline.
* Pathway to impact; while you may be in early stages of thinking through the details of your proposed solution, it is imperative that you provide more about how you think change will happen as a result of your efforts and what it would look like.?
* Please do provide your results framework
* Equity opportunities and accommodations of diverse demographics; how will you enshrine the principles of equity, and values. How will you provide opportunities and reasonable accommodations for women, youth and persons with disabilities to actively participate and/or benefit from your solution, including as staff, advisors, partners, consultants, etc.?
* Provide a general organizational structure and describe how the project will be coordinated.

**SECTION 3: PARTNERS AND CAPACITY (2 pages)**

* Describe the core Higher Education Institution (HEI) partners, including institutional strengths, capabilities, resources leveraged, and other appropriate context.
* Describe the key internal (i.e., within the Lead University) collaborators and how they will contribute to the overarching project Objectives and/or activities.
* Describe the key actors along the full value chain being addressed with more focus to those in the links where the selected enterprises are engaged
* Describe the specific roles and responsibilities of each already identified partner in the proposed activities
* Identify other potential partners and collaborators that could be invited to collaborate going forward.

**SECTION 4: IMPACT AND SUSTAINABILITY (1 pages)**

* Describe how the proposed activities and/or overall project are driven by local needs and emphasize local leadership while directly relating to local/national development goals.
* Describe how existing/ ongoing activities will be balanced with new initiatives and innovation?
* Describe how the intended outcomes of your project (and partnerships or activities, where appropriate) will be sustained beyond the life of this award.

**SECTION 5: MEASUREMENT OF RESULTS AND RISK MITIGATION (2 PAGES)**

* Affirmation of approach; what gives you confidence that your project will work? Provide information and examples that support your thinking.
* Defining success; what does success look like for this solution? What indicators will you use to know you have achieved success?
* Timelines and milestones; what is your expected timeline for project completion and what outcomes or milestones will you track to know if you are successful or on track to be successful?
* Results measurement; how do you plan to measure the effectiveness of your proposed project? How will you ensure that progress is being made?
* Barriers assessment and risk mitigation; how will you ensure your project is feasible and will work as you hope it will? Describe any barriers to success, as well as any unintended consequences, and your plan to address them.

**TIMELINE (1 page)**

Community Action Research Project for Enterprises Work Plan.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | | | |
| Activity | Month 1 | 2 | 3 | 4 | | 5 | 6 | 7 | 8 | 9 | Implementing body (e.g.) |
| Example | example |  |  |  | |  |  |  |  |  | Example |
| Activity 1 Build capacity of entrepreneurs  Partner meetings |  |  |  |  | |  |  |  |  |  | Partner 1  All |
| Activity 2Pitch the enterprises for finance to improve products and strengthen value chain |  |  |  |  | |  |  |  |  |  | Partner 1 arrange Pitch venue and Deciding Panel from partners |
| Activity 3 |  |  |  |  | |  |  |  |  |  | Partner 2 Supporting Entrepreneur for massive scale out |
| Activity 3 (title) |  |  |  |  | |  |  |  |  |  | Partner 3 |
| Etc. |  |  |  |  | |  |  |  |  |  |  |

**BUDGET** (3 pages including all budget notes)

Provide a detailed breakdown of the budget, explaining the purpose and necessity of each category. Indicate co-funding, if any. All budgets must be in United States Dollars. Include clear budget notes as a separate page.

**REFERENCES (1 page)**

Include only references that you have cited in the proposal.

**Evaluation of the Community Action Research for Enterprises**

Each proposal will be evaluated on the actions to strengthen one or more enterprises that are addressing a gap or barrier in a selected value chain.

The following evaluation criteria will be used to assess the proposals:

* ***Profile of the Applicant and Partners***: The assessment will focus on the required expertise and experience of the Applicant to lead the development of the proposed partnership and the innovation process and the relevance of the proposed partners to improve the products or services of the selected enterprise... The experience of the Applicant in managing partnerships in conjunction with actors from different sectors (multi-actor partnerships) will be assessed.
* ***Problem definition, objectives, and methodology***: The problem being addressed and the enterprises, products, services or processes being proposed as potential solutions should be defined and described clearly and objectively. In the methodology articulate the steps to be taken to facilitate multi-stakeholder engagement and joint research on the demand and the options for improving the enterprise/s. Also clarify what will be done to strengthen the capacity, information, relationships and networks required for success. Composition of the partnership: Any partners identified that the team will likely continue to work with during and after the project time.
* ***Expected impact of the proposed project****:* proposals should provide a clear indication of the potential impacts of the project on individuals, communities and value chain stakeholders and in particular the potential for commercialisation and scale out of the enterprise/s selected. In other words, how proposals expect to reduce poverty and food insecurity, increase the profitability of the business in the value chain and/or the small farmers, improve sustainable and resilient agri-food systems, mainstream gender, and youth and support creation of jobs and wealth.
* ***Partnership suitability***: the multi-actor partnership should include a research component that will carry out investigations into how best to improve the enterprise so that it can be taken to scale in due course. This research could be to assess the business management requirements, or how services can be better packaged or communicated; how products can be improved or marketed, or how engagement with service providers can reduce barriers to entry and bottlenecks that may be undermining success. The consortium will then work with the entrepreneurs to help address the constraints and use university students to understand the potential of the changes on demand and consumer welfare. Critical is the provision of evidence of consultation of communities and value chain stakeholders.
* ***Proposed budget:*** the managed.

**SCORE BOARD**

|  |  |
| --- | --- |
| **Criteria of evaluation** | **Weight** |
| **1. PROBLEM DEFINITION, OBJECTIVES & APPROACH**   * Is the problem clearly defined? * Outline the result of scoping for areas of intervention and potential or existing enterprises to address bottlenecks * Clear definition of the innovation challenge * Clear evidence of the demand for the service/product by end-users (demand-driven) * Are the objectives clear for improving the enterprises (whether products/services/processes)? Outline the proposed approach to achieve the objectives | **35** |
| **2. POTENTIAL IMPACT**   * Profitability and sustainability of enterprise * Improved efficiency and productivity of value chain * Increased employment and contribution to national growth   Leading to reduction of hunger & food insecurity and poverty alleviation, taking into account Environmental impact and inclusivity | **25** |
| **3. PARTNERSHIP SUITABILITY**   * Evidence of engagement with the key client groups (farmers/entrepreneurs/other group) in designing interventions * Detail the partners that have engaged in the formulation of the project * Detail partners that will provide key input to the CARP-E and preparing the enterprises to be successful * Provide understanding of other partners that will be important in facilitating a supportive ecosystem. How likely is the partnership to evolve into a sustainable partnership to strengthen innovation and commercialisation in the longer term? | **20** |
| **4. PROFILE OF APPLICANT AND OTHER PARTNERS**   * Experience in and capacity of leading multi-stakeholder partnerships * Experience by identified members of one or more of the partners in:   + The specific intervention area; business management, product development, finance, marketing etc as well as enterprise registration and scaling out * Division of roles and responsibilities between researchers and non-researchers to keep a focus on their needs Etc. | **20** |
| **TOTAL POINTS** | **100** |