



## Regional Competitive Agricultural Research Grant Scheme

### Call for Project Concept Notes (PCN)

#### Title of call

*West African Agricultural Productivity Research and Development (WAAPRD)*

*Dissemination and adoption of agricultural technologies across countries in West Africa  
(DATWA)*

#### Purpose of call

**Implementation of actions to improve the dissemination and adoption of agricultural technologies across countries in West Africa**

- 1. Call identification number: CW/CGS/05/PCN/WAAPRD/01/2011**
- 2. Publication date: 13<sup>th</sup> October, 2011**
- 3. Total amount available for call: US\$ 5 000 000** (maximum budget of one project should not exceed US\$ 1 500 000).
- 4. Project period: 3 years**
- 5. Submission of Project Concept Notes (PCN):** Deadline is **13<sup>th</sup> November, 2011** at 17H00 GMT.

Signed and officially stamped printed hard copies of PCNs could be sent either by post, hand-carried, express courier or by e-mail to the CORAF/WECARD Executive Secretariat at the following address:

The Director of Programmes, CORAF/WECARD,  
7 Avenue Bourguiba, BP 48 Dakar RP, Senegal  
E-mail: [secoraf@coraf.org](mailto:secoraf@coraf.org)  
Website: [www.coraf.org](http://www.coraf.org)  
Telephone: +221 33 869 96 18

Project Concept Notes sent by fax will not be processed.

**6. Notification date of decisions resulting from evaluation: 10 December, 2011.**  
Notification will be addressed to the Coordinator of each PCN submitted.

**7. Language for submission:** Project Concept Notes may be submitted in French or English.

## **8. Call description**

### **8.1. Broad theme**

In West Africa, research has led to the generation of numerous agricultural technologies capable of boosting agricultural productivity and contributing to increased economic growth. Countries have demonstrated strong demands for and willingness to share these technologies at all levels. Moreover, various mechanisms including agricultural technology information frameworks, conventions between research institutions in different countries, regional platforms and harmonized regional regulations, including those on pesticides and seeds, have been established to encourage the dissemination and adoption of agricultural technologies between countries.

Despite all of this, the rate of dissemination and adoption remains very low. This could be attributed to various reasons including limitation of the entry points for technologies to research institutes and not the wide category of agricultural stakeholders, inadequate coordination/availability of information and communication on existing technologies and mechanisms that work, poor access to quality materials, absence of support services (credit, input, markets) to farmers, lack of protection for intellectual property rights, lack of an operational sub-regional system of dissemination, lack of coherence between national and sub-regional plans, weak links between research and extension, weak extension services, poor adoption and implementation at the country level of regional policies and frameworks. Major threats to trans-boundary dissemination and adoption have also come from the introduction of technologies not adapted to Africa, from outside the continent. The multiplicity of donor projects with various agenda is also causing confusion among the farmers, and the level of support to development of extension services compared with research is relatively low.

Several opportunities exist, however, to improve dissemination and adoption across countries of the sub-region. These include the keenness of development partners to support the transfer of technologies within the sub-region; the existence of sub-regional and continental frameworks such as CORAF/WECARD and FARA capable of facilitating the process, the existence of policy and the harmonization of key input policies on seeds and pesticides. Moreover, there are many emerging initiatives, programmes and projects in the sub-region that countries can leverage on, whilst at the same time there is a large clientele/huge market for agricultural technologies. FARA/AFAAS is also putting more focus on extension delivery and the provision of advisory services.

Within its mandate of implementing Pillar IV of the Comprehensive Africa Agriculture Programme (CAADP) of the AU/NEPAD - Agricultural Research, Technology Dissemination and Adoption, CORAF/WECARD can support research activities, which can facilitate the accelerated dissemination and adoption of technologies across countries. This competitive research grant call seeks to mobilize the requisite strengths, expertise and resources to implement research and development activities for *accelerating the dissemination and adoption of agricultural technologies across countries in West Africa*.

### **8.2. Focus of the Research and Development call**

The World Bank, within the framework of its Action Plan for “Scaling-up Support for African Agriculture” is supporting the ECOWAS conceived West Africa Agriculture Productivity Program (WAAPP). In actual fact, the WAAPP is an implementing instrument for making

agriculture more productive and sustainable and which also supports regional integration. CORAF/WECARD has been designated by ECOWAS to coordinate this programme at the regional level. The overall goal of WAAPP is to contribute to increased agricultural productivity and growth and to strengthen and scale up regional cooperation in technology generation, training, and dissemination programs for regional priority commodities. Actions that will lead to enhanced dissemination and adoption of agricultural technologies will create an enabling environment for the delivery of results of the WAAPP. This competitive grant call therefore calls for project concept notes that innovatively link research and development in order to accelerate the dissemination and adoption of agricultural technologies and innovations across countries in West Africa.

**The following research and development themes should be considered in developing concept notes. Their association when necessary would be an advantage:**

***Evaluation, dissemination and adoption of technologies for improved crop varieties***

- Root and tuber crops
- Vegetables
- Banana and plantains
- Rice
- Sorghum/Millet

***Evaluation, dissemination and adoption of integrated pest management technologies***

- Control of diseases pests and diseases of fruit trees
- Striga control on cereals and legumes

***Evaluation, dissemination and adoption of improved technologies for livestock production and health***

- Improvement of family poultry farming- health and nutrition
- Improvements in dry-season feeding of small-ruminants
- Integrated fodder culture
- Introduction of new breeds of goat for milk production

***Evaluation, dissemination and adoption of extension, policy and marketing technologies***

- Agricultural extension methodologies and adoption studies
- Mechanisms for accessing credits to solve problems linked to agricultural production and intensification, including the warrantage technique
- Economic evaluation of technologies and impact assessment
- Agricultural policy analysis
- Agricultural commodity chain analysis and trade policy study
- Promotion of proven technologies
- Harmonisation of monitoring and evaluation methods
- Commercialisation of crops and improved value addition including post-harvest and processing

### **8.3 Approach**

- Identification of specific investments should be based on demand-driven approaches, including community-driven development initiatives and public and private sector investments.
- Activities are expected to complement on-going WAAPP supported projects and enhance the adaptive capacity of the target project beneficiaries.
- Development initiatives at the farm level including the intercommunity and community levels will be supported.
- Capacity strengthening options of stakeholders engaged in the project, within the framework of integrated agricultural research for development (IAR4D)<sup>1</sup> or innovation systems and value chain perspectives must be considered.

All proposals should, in addition to the traditional logframe, seek to map out pathways to adoption and impact in terms of rural development outcomes.

The proposal should allocate about 30% of the total budget to engaging project staff and key stakeholders in constructing impact pathway, emphasizing stakeholder networks needed to achieve impact, providing the need to both learn and report to donors and establishing a research framework to examine the critical process of change that the project seeks to initiate and sustain (Douthwaite *et al.*, 2008)<sup>2</sup>.

### **9. Eligibility**

The following key criteria should be met for conformity and eligibility of submissions for the competitive evaluation process.

#### **9.1 Countries**

The Regional Competitive Fund window serves as a catalyst that will initiate new investments, which can then be scaled-up as part of the CORAF/WECARD coordinated West Africa Agricultural Productivity Programme funded by the World Bank. Consequently, the National Agricultural Research Systems (NARS) and their partners in the following countries implementing the West Africa Agricultural Productivity Programme (WAAPP) are therefore eligible:

WAAPP 1A: Ghana, Mali and Senegal

WAAPP 1B: Nigeria, Burkina Faso, and Côte d'Ivoire

WAAPP 1C: Benin, Guinea, Liberia, Sierra Leone, The Gambia, Niger, and Togo

#### **9.2 General and administrative criteria**

Research and development activities must be carried out in at least three countries mentioned above. The National Agricultural Research Systems (NARS) in these countries are expected to lead the projects and work in partnership with other relevant stakeholders. Project Consortia including agricultural training institutions, especially Universities and/or Faculty and Colleges of Agriculture, Private sector, extension services, and consumer groups should be encouraged.

The PCN should comply with the format and content stipulated in the CORAF/WECARD Competitive Grant Scheme Operating Manual [**Annex A**], including (inter alia):

---

<sup>1</sup> [www.ICRA-edu.org/objects/anglolearn/IAR4D\\_concept\\_paper.pdf](http://www.ICRA-edu.org/objects/anglolearn/IAR4D_concept_paper.pdf)

<sup>2</sup> Douthwaite *et al.* 2008. Participatory Impact Pathway Analysis : A practical method for project planning and evaluation (<http://cigar.ilac.v1779.nc>).

- A letter of intent/commitment for collaborators
- A logical framework
- An outline budget.

The institution presenting the project should submit an organisational profile [**Annex B**]. Each consortium partner institution that will be involved in managing funds at any level should submit a completed financial management and procurement capacity assessment questionnaire [**Annex C**]. The institutions involved in the project should be judged to have the capacity and experience for implementing the proposed work.

### **9.3 Financial criteria**

Expenditures should be linked to direct costs of R & D activities and indirect costs should not be more than 10% of the project budget.

The total budget of the project should not exceed the funding ceiling specified in the Call for PCN.

The project budget should be clearly presented and the amount justified with respect to the scheduled activities in the technical proposal.

The project budget should indicate the amount requested from CORAF/WECARD and the amount contributed by other partners/stakeholders.

Upon acceptance of PCNs, project teams will be requested to develop full proposals by the **end of January, 2011**. Some PCNs may be asked to combine in the development of full proposals where applicable. Financial and scientific support will be provided to shortlisted PCNs if necessary, to facilitate the development of full proposals.

## **10. Evaluation criteria**

Proposals will be evaluated on the following criteria and sub-criteria:

- Relevance: general context and rationale, and the general and specific objectives.
- Scientific and technical quality: state of knowledge, description of project activities, expected results, target groups and methodology.
- Potential impact mapped out through Impact Pathways: social, economic, environmental and gender issues
- Technical implementation plan: logframe and chronogram (Gantt chart)
- Implementation team: professional and technical experience and competence of the team, publication in the project area, and partnership mechanism.
- Budget: contribution of partners, use of funds requested from CORAF/WECARD,

## **11. Other relevant information**

Applicants are requested to visit the website [www.coraf.org](http://www.coraf.org) and refer to the CORAF/WECARD competitive grant scheme operating manual for more details on how to adequately prepare their PCNs.

## Annex A: Project Concept Note (PCN)

CORAF/WECARD Reference:	Unique reference number provided by CORAF/WECARD
-------------------------	--

**NOTE: Contact Details in this section are submitted on a separate sheet**

<b>Project Coordinator</b>	This is the person with overall responsibility for the application to CORAF/WECARD and the implementation of the Project.
<b>Address</b>	Contact details for the Project Coordinator
<b>Telephone</b>	
<b>Fax</b>	
<b>e-mail</b>	
<b>Collaborator[s]</b>	Collaborating organisations with which agreements have been made. <b>A letter of intent/commitment addressed to the lead institution, which demonstrates the collaborators are an active part of the proposal, must be included with the PCN.</b>

These following sections are submitted on separate sheets to the *Contact Details*

<b>Project Title</b>	The applicant should provide a title, which concisely and accurately describes the scope of the work.
<b>CORAF/WECARD Priority Area</b>	This is the specific area that the project addresses. Note that proposals which do not address issues defined by the CORAF/WECARD <i>Call for Proposals</i> will not be processed.
<b>CORAF/WECARD Cross-cutting and Core Functions</b>	Which of the key cross-cutting and core functions of CORAF/WECARD, are of particular focus in the PCN.
<b>Project Location</b>	The countries for the proposed project – a minimum requirement is for the project to be carried out in at least 3 countries. Only Project Concept Notes that satisfy this criterion will be processed.
<b>Total Cost of the Project</b>	Total budget required to implement the full-term project. CORAF/WECARD will indicate in the call for proposals any maximum or minimum budget limits.
<b>Duration of the Project</b>	How long will the project last? The maximum period is three years and there is no minimum, unless stated in the call for proposals.
<b>Date of PCN submission</b>	The date that the PCN was dispatched to the CORAF/WECARD Executive Secretariat
<b><i>Specific Objective of the Project</i> [Guideline 400 words]</b>	
<b>What is the justification for the proposed Project?</b> The <i>Specific Objective</i> is the impact or change that the Project hopes to achieve by delivering its Results, and provided certain Assumptions hold. It is also stated in summary form in the logframe. It is the reason for the project and should address an identified constraint to the development of the agricultural sector in the sub-region. It should be demand-driven and fall within the regional or country priorities given in the CORAF/WECARD <i>Call for Proposals</i> and the Strategic Plan. These are based on some of the key sub-regional and regional targets for the agricultural sector and clearly identified demand from end-users. Background information should include a description of the importance of the constraint[s] that the project is seeking to address and a very brief summary	

of any significant work already carried out in this area.

### **Project Results** [Guideline 300 words]

**What will be the Results of the work?** This is what the project will deliver. They are the terms of reference for the project. They are the necessary and sufficient conditions, provided Assumptions hold, for the achievement of the Specific Objective. They must be measurable, and deliverable within the time frame of the Project. They should reflect aspects of the CORAF/WECARD Results identified in its Strategic Plan, which in summary cover technology/innovation generation [in the widest sense], policy research, capacity strengthening, and knowledge management. They may be seen as, inter alia, manuals, audio-visual products, agricultural products, infrastructure, marketing or information systems, policy options, institutional change, technologies. Promotion pathways to target organisations and beneficiaries should be identified where appropriate. Target organisations are those formal or informal groups, which will take up the Results of the proposed work and engage in the process of further increasing the numbers of users of the knowledge, technology or methodology.

### **Research and Development Activities** [Guideline 300 words]

**How will the project be implemented?** An outline of the studies, surveys, experiments and *Activities*, which are to be designed and implemented in order to deliver the *Results* of the project. There should be an *Activity* or group of *Activities* associated with each *Result* of the project, the *Activities* defining the action strategy for *Result* delivery.

**Holistic methodologies that use novel approaches and combinations of stakeholders in innovative ways are encouraged.**

### **Target Groups and Beneficiaries**

**Who are the main target groups and beneficiaries of the proposed work?** The *target groups* are those closely involved in the implementation of the project whilst *beneficiaries* are beyond the immediate project boundary. Both groups will gain social, economic or environmental advantage from the technology/innovation, methodology or knowledge transfer *Activities* of the work to be supported. The *target group* immediately and the *beneficiaries* after further up-scaling of project *Results*. They may be identified in, for example, the household, the village community or the regional/national community.

### **Assumptions**

Explain particularly significant Assumptions at each level in the logframe. Important assumptions are **external** conditions or are factors over which the project does not have direct, or complete control, but on which the delivery of Results and achievement of objectives depends. See Chapter 2, page **Erreur ! Signet non défini.** of the CORAF/WECARD CGS manual on logframe preparation, for further information.

### **Financial Summary**

The financial summary should take in to account anticipated inflation, and be kept to a minimum consistent with achieving the project *Outputs*.

<sup>1,2</sup> Proposed <i>Activities</i>	Year 1	Year 2	Year 3	Total
Activity 1		For <i>process projects</i> an estimated expenditure based on		
Activity 2				

Activity ...n		projected <i>Activities</i> is required for years after year 1		
<sup>3</sup> Overheads				
<sup>3</sup> Contingency				
TOTALS				

<sup>1</sup> **Rates for travel and subsistence should be according to the institutional norms of the organisations involved with the application. Certified, documentary evidence is required with the PCN that these are official rates.** These should be kept to a minimum consistent with achieving the *Outputs* described in the PCN.

<sup>2</sup> A full justification for the purchase of equipment will be required in the project proposal.

<sup>3</sup> **The total of *Overheads* and *Contingency* should not exceed 15%, and should, in any case, be kept to a realistic minimum.** Where private sector organisations have additional tax liabilities the CORAF/WECARD Executive Secretariat should be consulted.

## **Annex B: Format for Organisational Profiles**

### **1. ORGANISATIONAL PROFILE**

Organisations wishing to act as the coordinating/lead organisation for a proposal should complete the following form. Additional information can be put on a separate sheet and attached to the form. None of the information given here will be disclosed without your consent. **It should be submitted at the same time, but separate from the PCN.**

Name of the organisation	
Type of the organisation [local, regional, national]	
Contact details [address, telephone, fax, email]:	
Registration date and serial number with concerned organisation:	
Date started to work:	
System of book-keeping:	
Date of last renewal of the registration:	

<b>Description of work</b>							
Type of work	Region or area	Household covered /contact person			Working period	Fund mobilisation	Source of fund
		Total	Female	Male			
Past work							
Extra rows may be added as required or details attached on a separate sheet							
Present work							
Extra rows may be added as required or details attached on a separate sheet							
If you have an internal fund, describe briefly how it is generated.							
List the major objectives of your organisation mentioned in your organisation's act.							
How have you analysed the local agricultural and social situation of the area?							

Is there any community or other, contribution to your programme?
Explain briefly, what kind of relationship/co-ordination your organisation has with other organisation[s]?
Does your organisation give emphasis to gender issues? If yes, at what level [for example, in office staff recruitment, responsibilities of staff, beneficiary's level in participation/decision making/benefiting from the programmes]?

<b>Human resource in the organisation</b>			
Name of persons	Position in organisation	Education qualification	Area and number of years of experience
Extra rows may be added as required or details attached on a separate sheet			
<b>RECENT PUBLICATIONS [titles and references] by the organisation and its staff</b>			

The size of the boxes on this form has been reduced for presentation purposes. Hard and electronic copies of the forms can be obtained from the CORAF/WECARD Secretariat. The electronic version may also be downloaded from the CORAF/WECARD Website

<http://www.coraf.org>

**Annex C: Questionnaire for the evaluation of financial and procurement management systems**

**2. FINANCIAL AND PROCUREMENT MANAGEMENT CAPACITY OF INSTITUTIONS**

All institutions that will benefit from funds within the context of this project and that will be responsible for managing these funds must complete this form. None of the information provide here will be divulged without your consent. They must be transmitted at the same time but separately from the Project Concept Note.

Please note that this questionnaire will be followed by a visit to evaluate the financial and procurement management capacity of each institution that will be managing financial resources of the consortium retained for management of the project. At this stage, therefore, we will request that your responses be as brief as possible but enough to provide a reasonable idea of your capacity in these two areas so as to adequately prepare for the evaluation process.

<b>Name of institution and status</b>	
Type of institution [local, national, regional]	
Contact details [address, telephone, fax, e-mail]:	
Registration date and number	
Date at which the institution started activities:	
Most recent date of renewal of registration:	

<b>Proposed activity</b>
1. What is the title of the project?
2. What is the total amount of budget requested by your institution (in FCFA and US\$) ?
<b>Banking arrangements</b>
<i>All beneficiaries of funds for implementing CORAF/WECARD competitive grant or commissioned projects must open a designated bank account for funds they will be receiving for the project.</i>
3. Is your institution authorized to manage independent bank accounts?
4. Is your institution allowed to open bank accounts designated to projects? <i>(see details of banking information recommended at the bottom of this document)</i>
<b>Accounting and reporting</b>
5. What is your accounting system? <i>Cash or accrual accounting</i>
6. Will your institution designate somebody to manage and monitoring the account of this project? <i>If yes please provide the name, qualifications and experience.</i>

7. Does your institution produce annual financial statements? <i>If yes and your project concept note is recommended for development into full proposal, you will be asked to provide copies for the last three years.</i>
8. Does your institution possess a financial and accounting management manual? <i>If yes and your project concept note is recommended for development into full proposal, you will be asked to provide a copy.</i>
9. For disbursements and financial monitoring of the project, CORAF/WECARD and its partners require the periodical production of financial reports (resources and expenditures made). Can your financial and accounting software generate periodical reports to be submitted to the donor?
10. What are the procedures for budgeting and budget monitoring in your institution?
<b>Internal Control</b>
11. Does your institution possess an internal auditor?
12. If yes to whom does this person report?
13. What is the area of intervention of the Internal Auditor and his responsibilities?
14. Provide the main information on the internal control system established by your institution – <i>in particular information on payment authorization, bank reconciliation process, and disbursements, capital management. If a manual describing all these procedures exists, you will be requested to provide a copy, if your Project Concept Note is recommended for development into full proposal.</i>
<b>Audit</b>
15. Are all the accounts of your institution audited each year by an independent external auditor? <i>This does not concern auditing of projects but auditing of the financial statements of your institution. If yes and your Project Concept Note is recommended for development into full proposal you will be requested to provide copies of reports for the last three years.</i>
<b>Procurement</b>

<p>16. Is there a procurement unit in your institution with a procurement specialist? <i>If this is the case please provide the name of this person, qualifications and experiences.</i></p>
<p>17. Does your institution possess a procurement manual for goods, services and works? <i>If yes and your Project Concept Note is recommended for development into full proposal you will be requested to provide a copy of this manual.</i></p>
<p><b>Other information</b></p>
<p>18. Does your institution possess experience in managing donor funded projects? <i>If yes and your Project Concept Note is recommended for development into full proposal you will be requested to provide the name and budget of recent projects as well as the name of the donors.</i></p>
<p>19. Does your institution have experience in procurement procedures of donors? <i>If yes and your Project Concept Note is recommended for development into full proposal you will be requested to provide a list of donors and recent projects with dates.</i></p>
<p style="text-align: center;"><b>INFORMATION ON DESIGNATED BANK ACCOUNTS *</b></p> <p>To ensure better disbursement of funds and facilitate transparent financial reporting and the use of project resources, it is recommended that each beneficiary institution opens a designated bank account in a commercial bank with a good reputation. As soon as the project is approved, beneficiary institutions will be asked to provide CORAF/WECARD with the reference of their bank accounts, to which project funds will be transferred.</p> <p>* In conformity with generally agreed instructions, a commercial bank that would have been retained for hosting the designated bank account of the project must be financially solid and must respect the following conditions:</p> <ul style="list-style-type: none"> <li>• Authorized to carry out transactions in foreign currencies</li> <li>• Capable of delivering letters of credit</li> <li>• Regularly audited with satisfactory audit reports</li> <li>• Capable of promptly executing a large number of transactions</li> <li>• Capable of offering with satisfaction a large variety of banking service</li> <li>• Accept to promptly produce bank statements of the designated bank accounts</li> <li>• Established a satisfactory network of correspondent banking</li> <li>• Charge reasonable fees for banking services</li> </ul> <p>The designated bank account will be audited on an annual basis and the report of this audit must be included in the annual audit report of the financial statements of the project.</p>

The size of the boxes of this form has been reduced for presentation purposes. Hard or electronic copies of this form could be obtained from the CORAF/WECARD secretariat. The electronic version can also be downloaded from the CORAF/WECARD Web Site

<http://www.coraf.org>