

# **Gender- Responsive Proposal Writing Skills- A concept note approach**

**By**

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# Outline

- **What AWARD is**
- **Gender responsive research**
- **Why are donors interested in gender-responsive research**
- **Steps in Proposal development journey**
- **Tips for successful proposal writing**
- **Concept notes**

# What is Award?



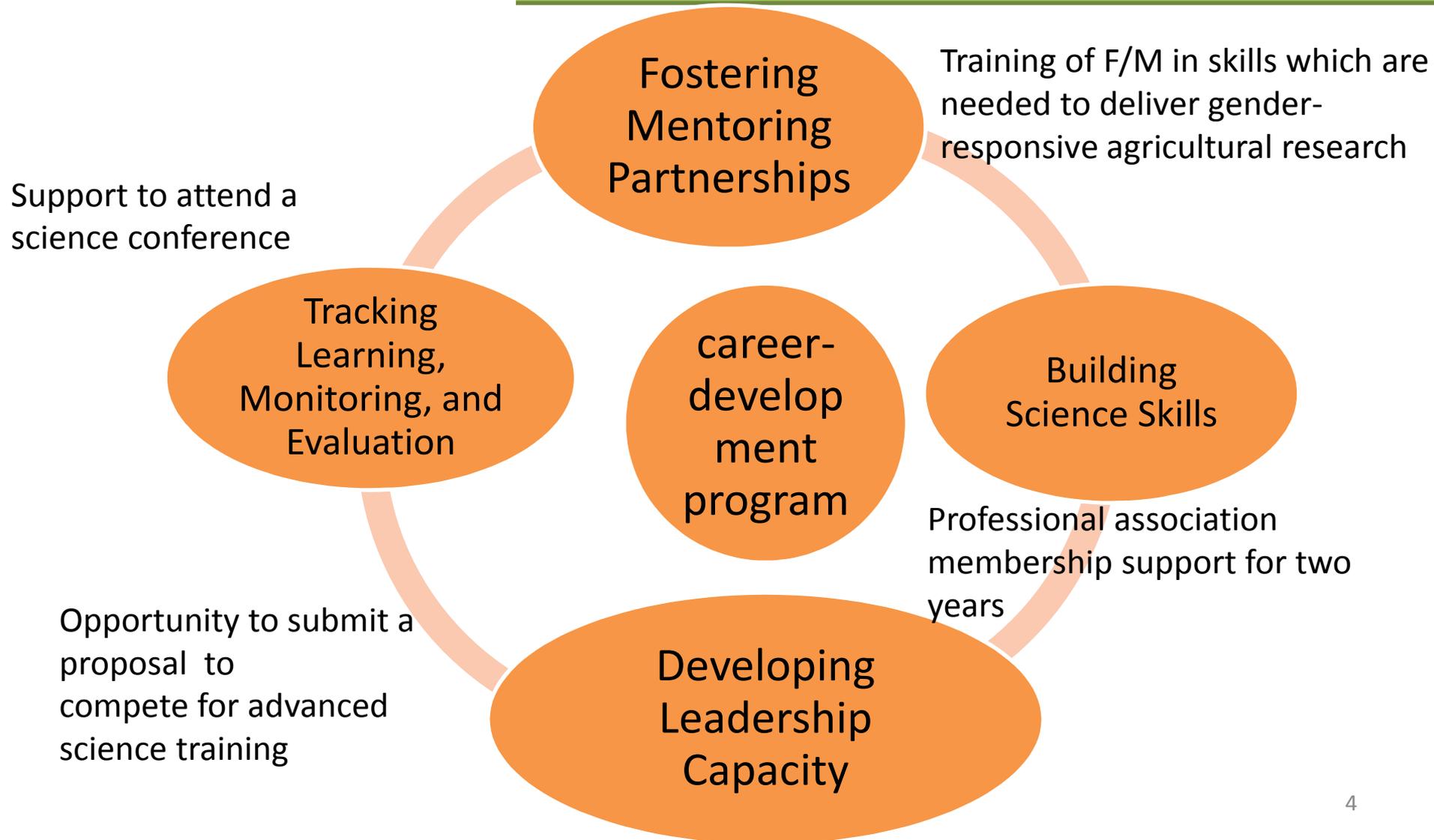
AWARD

- career-development program that equips top women agricultural scientists across sub-Saharan Africa to accelerate agricultural gains by strengthening their research and leadership skills, through tailored fellowships

AWARD

- catalyst for innovations with high potential to contribute to the prosperity and well-being of African smallholder farmers, most of whom are women

# AWARD Fellowship Package



# What is Gender? Is Gender = Sex?



**Gender is the socially constructed roles, behaviors, activities and attributes that a given society considers appropriate for men and women**

**Sex is the biological and physiological characteristic that define men and women**

# What then is gender-responsive research?



- **Gender-Responsive research is sensitive to, responds to, and address gender issues**
- **It allows effective participation and access to research benefits by each gender affected directly or indirectly by the research**
- **It is also a study on the differences in the conditions, needs, participation, access to resources, development, control of assets, decision making powers, etc between the assigned roles of male and females**

# Why are donors interested in gender-responsiveness?

- **Increased chances for impact: you stand a better chance**
- **Gender equality is essential for economic reasons and for agricultural development efficiency (World Bank, 2007)**
- **The demand for development, environment and social sectors**

# video show

- Short break for 5 min : Thema's Journey

## **Applicants either writes**

Expression of Interest (EOI)

Letter of Inquiry (LOI)

Concept Note

## **Or Applicant responds to a call for concept notes**

➤ Applicants contacts potential collaborators  
to get their commitments

Applicant submits concept note on behalf of  
team

**Applicant develops full proposal**

# Tips for successful proposal writing

- **Reviewers are not always technical experts**
- **Not all reviewers will read the whole proposal**
- **Ensure first page is a stand-alone summary of proposal**
- **Be smart!-concentrate on evaluation criteria of the donor**
- **Read extensively about the donor's priorities**
- **Note that writing a good concept note is not easy**
- **Ask several people to help you improve your concept note**
- **Be psychologically prepared to revise it several times before final acceptance**

# Component of Concept notes

- **Title**
- **Executive summary**
- **Introduction/background**
- **Problem/opportunity and justification**
- **Project description**
- **Objectives**
- **Methodology**
- **Expected results and sharing of results**
- **Sustainability**
- **Monitoring and evaluation plan**
- **Risks and assumptions**
- **Budget**
- **Timeline**
- **Brief organizational information**

# Structuring Title for concept note

- Title gives the first impression to the reader about the project
- It is developed later after the researcher has written the other elements of concept notes
- It appears on the first page together with the researcher's name, name of institute, name of partnering institution and contact details (Hoffman 2010)

# A good title should be;

- Brief, self-explanatory
- Specific and accurate
- Use simple and un-ambiguous language
- Unique to capture the reader's attention
  - Consider interest in “trendy” or current issues e.g climate change
  - What is new? Relevance to your field or region?
- Be innovative
- Focus on solution rather than problem

# Key questions about title

- Does your title focus on solution?
- Does it indicate who has the problem/  
opportunity in relation to the different gender  
groups?
- Where is this happening?

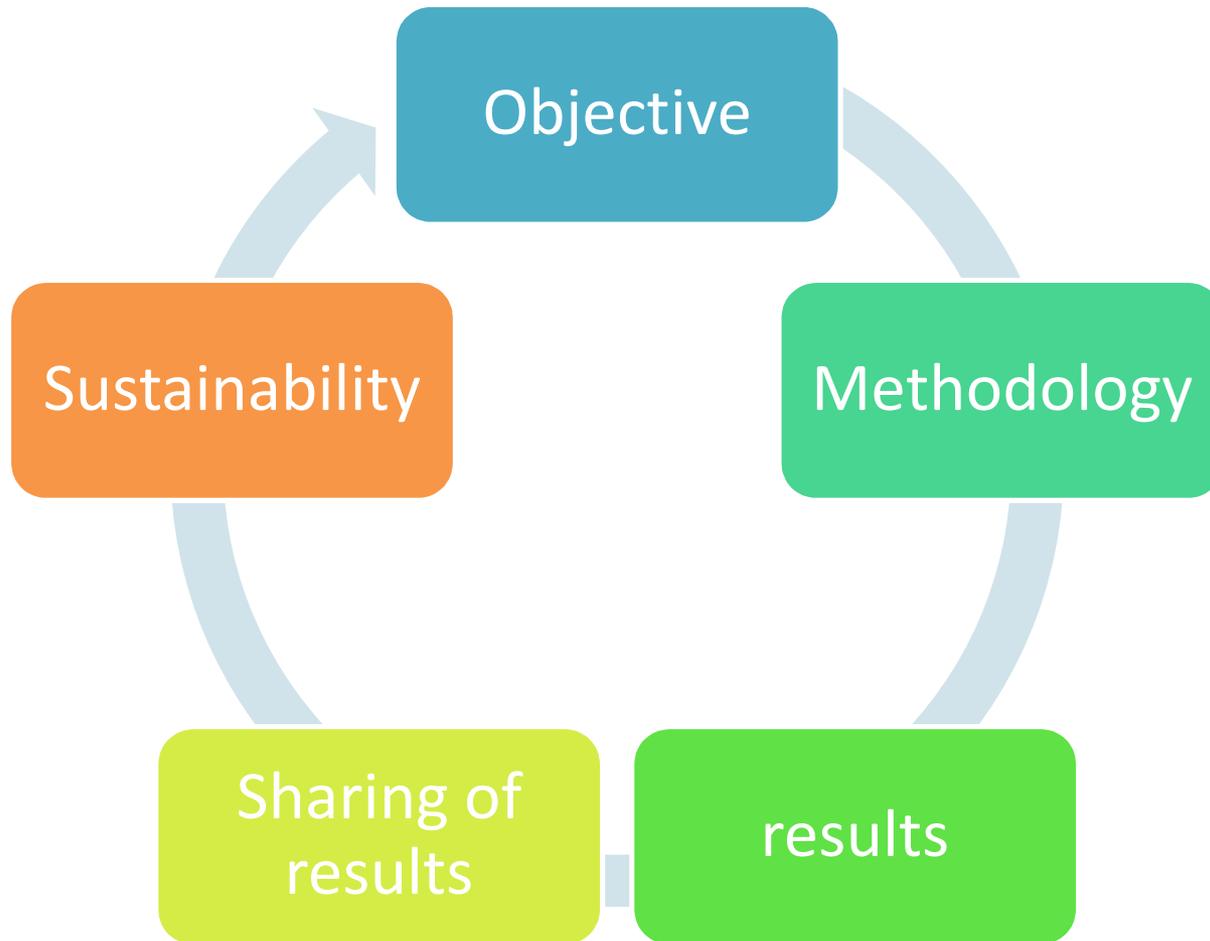
# Introduction/problem or opportunity identification and justification

- A concept note begins with identifying and analyzing a problem or an opportunity the research intend to address
- The introduction section identifies how and where the applicant's mission and the funder's mission intersect or align
- It addresses the reason why the funder should support projects in the given general area (“STATEMENT OF NEED”)

# Key questions:

- What is the specific problem/opportunity?
- Why is it important and urgent?
- How does the problem/opportunity affect different gender groups?
- What research has already been done?
- what significance do the planned outputs and outcomes have for the different gender groups?
- What is the project's contribution to the body of knowledge in the field?

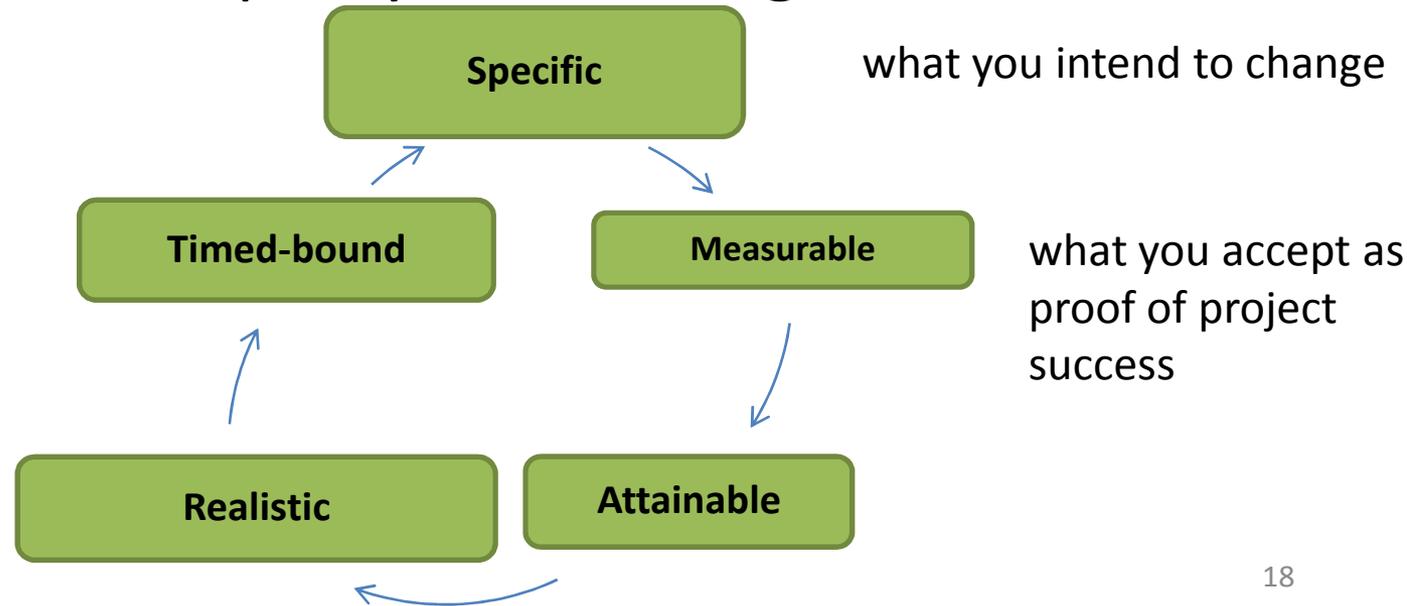
# Project description of concept note



# Goals and Objectives

- Goal is the broad aim of the research project
- Objectives are the statements of measurable outcomes that collectively, will help the applicant measure progress towards accomplishing the project goals i.e, a goal is the main idea of what to be achieved why objective is the step way of achieving it

- **SMART**



# Checklist

- **Research aims/objectives:** How does your research aim to benefit smallholder farmers, the poor and especially women/girls?
- **Primary and secondary beneficial groups:** whose lives will be significantly changed as a result of your research? Can you describe them: their situation, numbers and where they are located?
- **Gender and poverty issues addressed by your research:** What livelihood changes does the research intend to achieved e.g. increased opportunities for women in income-generating activities
- **Intended impact:** what specific long-term sustainable improvements does your research intend to achieve
- **Progress towards desired change:** how much gender groups benefited

# Research Methodology

- How will each of the objectives be achieved?
- How will gender-responsiveness be ensured in the research design, data collection and analysis?
- What research design will therefore be used?
- What sampling procedures will be used?
- What methods/tools will be used in data collection, analysis?

# Sustainability

- Is the project financially sustainable
- Institutional sustainability: Does the institution have the capacity to continue with activities after the end of the project?
- Does the project allow for empowering/strengthening of different gender groups to ensure project sustainability?

# Risk, Mitigation and Assumption and killer assumptions:

- Risks are real factors likely to affect the achievement of results
- Mitigation strategies address the risk
- Assumptions address external conditions or factors over which the project does not have control
- Killer assumptions are those that will hinder successful implementation of a project e.g. fund will be available when needed
- Favorable weather conditions will prevail
- All women and men in the project area are literate

# Budget: Why prepare Budget?

- To plan for input needed
- To plan for timely availability of funding
- To ensure financial feasibility of the proposal
- To monitor financial activities

# Budget categories

- Direct cost: personnel-salaries in full time equivalents according to required staff time for project- Principal investigator, co-principal investigator(s), other scientist/collaborators and support staff
- Fringe benefit: Non-salary remuneration e.g. housing, transport allowance, retirement benefits, medical insurance
- Consultant fees: Honorarium, Transportation (air, ground), per diem, communication and reporting
- Equipment: field equipment, lab equipment and computer equipment

# Budget categories

- Materials and supplies and services: inputs for experiments such as seeds, fertilizer etc, laboratory supplies, stationary, casual labour, nannies if needed
- Travel (domestic or international): transportation (air, ground), per diem
- Other: sub-grants(e.g. to partners), workshop, communication(telephone, internet), shipping, courier, publication cost, printing and duplicating, equipment maintenance, tax(such as VAT for equipment) etc
- Facilities and administrative cost

# Budget narratives

- How costs were determined and which sources used
- Contribution of each person to the project
- Why equipment is needed, how/for which purpose it will be used
- Procurement procedures
- Whether cost estimates are in line with scope of work

# Reasons for rejection of proposals

- **8% forgot to number the pages**
- **17% forgot to identify the project director by name**
- **20% fail to list the objectives of the project**
- **25% had no resume for the principal investigation**
- **66% did not include a plan for project evaluation**
- **73% forgot to include a table of content**
- **81% had no abstract**
- **92% failed to provide resumes of proposed consultants**



# Conclusion

- Collaboration through Grant
- For the development of Africa most especially Nigeria
- Helping poor rural farming communities
- contributions in the fight against hunger and poverty in Sub-Saharan African
- Overall goal improve food security status of the nation

- Special appreciation:
- AWARD Supporters:
  - Bill and Melinda Gates Foundation (BMGF)
  - United State Agency for International Development (USAID)
  - Alliance for Green Revolution in Africa (AGRA)
  - Society For General Microbiology (SGM)
  - Agropolis Foundation
- NIWARD

- Special appreciation:
  - The Vice- Chancellor OSUSTECH
  - The Principal officers OSUSTECH
  - The Invited guests
  - The Ag. Dean Faculty of Science and Students Affairs
  - All the Head of Departments (OSUSTECH)
  - All Staff and Students
  - My Family
  - The Almighty God

# AWARD SONG

- Africa my mother land  
Africa here comes AWARD  
Africa your daughters/Children now  
arise  
To help you build your self and be  
prosperous

# Thank you

