

Annex B: Proposal Outline and Guidance

General and Technical Proposal

Section 1: Objectives

- Specify the overall strategic goal and objectives your proposal intends to contribute towards and the specific issue or research question(s) you aim to address through the project.
- Outline the results and tangible improvements that you aim to achieve by addressing the problem described.

When answering the above, please provide any further context or background to best understand the challenge/problem addressed, and any wider ongoing work by your organisation or others with which this proposal connects (including any other funding contributions received by your organisation or partners for the same body of activity)

Section 2: Methodology and delivery

- Please outline your methodological and delivery approach including
 - Technical and analytical approach (Please note that all proposals should consider gender and social equity and inclusion, to be covered separately at Section 4 below)
 - Key activities and outputs
 - Proposed start and end dates and duration, indicating any critical dates or deadlines which the work should meet
 - The location of activity.
 - Please include a GANTT style chart or workplan for the project
- Please provide information on the team that will work on the assignment, describing the key roles foreseen, their main responsibilities for delivery of the proposed work, and providing an overview of the experience and qualifications of proposed candidates for each role.
- Describe the management arrangements for the proposed project and how contractual, project and financial management support will be provided.
- Please confirm whether your organisation intends to partner with any other organisations to deliver this work, and for each partner:
 - State their role in delivery of the work and rationale for the partnership
 - Confirm whether they would be in receipt of Centre grant funding under this proposal
 - Ask them to provide a completed Annex A form, and include this in your submission.

Section 3: Contributions and Resources

- Provide an **itemised budget** of the proposed project, broken down into units and unit costs (or lump sum where this is not possible). This should broadly be broken down into

- Effort (time inputs and associated costs) for the team
- Direct costs (travel, events, consumables, communications, subscriptions and data etc.)
- Assets and equipment (please see guidance in the RFP on limitations of eligibility of costs associated with assets and equipment)
- Management costs
- Security costs (including insurance where applicable)
- Other costs

In developing your budget, please refer to the list of types of costs that are ineligible for Centre grant funding, set out in the RfP.

The budget should set out all costs foreseen for delivery of the work and specify which items need grant support, and which parts (if any) shall be provided/covered by the organisation or its partners

- Where it is intended that Centre Grant resources will be passed to and used by any partner organisations, please indicate this, and specify how much in total is intended for each partner.
- Please confirm whether you intend to draw upon any other (third party) funding for this assignment (whether already secured or has been applied for) and specify the source of and the components and cost items covered by that funding stream.
- Please propose a **phased grant payment plan**. This should be developed on the basis that no cost will be paid in advance of need, and advance payments should be avoided or kept to a minimum. Where advances are made, a full account (with evidence) of usage of each prior tranche of funding will be required in advance of the Centre authorising the next payment, and any underspends from previous sums paid will be offset against the next payment.

Section 4: Inclusion

Explain how the project will integrate gender and social inclusion.

Section 5: Ethics and Compliance

Specify any ethical or other compliance issues that may arise in the delivery of your proposed project, and how these would be mitigated through policy or other arrangements.

Please consider at minimum the following:

- Research ethics and protocols
- Conflict of Interest: Any actual or potential conflicts of interest that may arise at organisational or individual level, or risks of perception of conflict of interest, that may affect the work. Measures to address these.
- Personal data: Any activities requiring the processing of personal data, and the proposed approach to compliance with obligations around the handling of personal data.
- Safeguarding: Any activities that may include interacting with (or may impact) vulnerable people, and appropriate measures to ensure their safety
- Safety and security: Please provide a duty of care risk assessment for delivery of the proposed work, and an outline of security and safety capabilities and measures

proposed. Please note that grantees will retain responsibility and duty of care for the safety and security of their staff and teams. Where activities are planned in regions where the UK FCDO advises against all travel or all but essential travel this will be particularly important.

Please refer to DAI's and FCDO's code of conduct:

<https://www.dai.com/uploads/DAI%20Business%20Code%20of%20Conduct.pdf>

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1110047/Code_of_Conduct.pdf

The Centre and DAI will engage further with shortlisted applicant to complete a full due diligence assessment to ensure and support compliance.

Section 6: References

List similar or relevant projects the organisation has previously done.

NB, DAI and the Centre reserves the right to request any clarification or further development and information in relation to this proposal, prior to making a decision on award.