Annex B. Application Form

Please complete this application form and submit with all required attachments. Please follow the guidance in this form and in the Request for Applications (RFA) document.

This Application Form must be submitted electronically by email attachment in A4 or letter size, in Microsoft Word or PDF format. Applications must be in Calibri, Arial, or Times New Roman font, and no smaller than size 10pt. Word limits indicated are a maximum. Word limits do not include diagrams, charts, tables, or CVs. CVs should be approximately 2 pages.

# Applicant information

Please fill out the table below for the lead organisation.

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| --- |
| **Lead organisation information** |
| Organisation name | Enter Name |
| Organisation address | Enter Address |
| Contact information for the single point of contact responsible for managing the application process | Enter NameEnter Email AddressEnter Phone Number |
| Organisation overview | In no more than 200 words, briefly describe your organisation and its activities – including founding year, mission/purpose, accomplishments related to the proposed grant activity, donor experience, etc. |
| Website | Enter Website URL if applicable |
| Organisation type | Choose from: Non-Governmental Organisation; Academic Institution; Research Organisation; Think Tank; Other (please describe) |

# Project overview

Please fill out the table below with summary information about your project.

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| **Project overview** |
| Project title | Enter the name of your project |
| Award value | Enter proposed total budget |
| Estimated activity duration | Enter number of months |
| Countries of performance | Enter the countries where you plan to do research  |

# Technical proposal

The technical proposal shall comprise the parts listed below. For guidance on the evaluation criteria against which applications will be scored, please refer to the RFA *Section 3.5: How to apply* and *Section 4: Evaluation*.

## Literature review

Applicants should include a statement of the question(s) or issues they view as relevant to the scope of work. Applicants should then review the literature to demonstrate the research gap and explain why it is important.

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| Answer (Up to 2000 words) |

## Approach to rapid evidence assessment

Applicants should describe their approach to each stage of the Phase 1 rapid evidence assessment. Applicants should include details such as: searching for and screening studies; assessing the quality and relevance of studies; and synthesising findings.

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| Answer (Up to 500 words) |

## Ideas for new research projects

Applicants should outline proposed research to be implemented based on the gap(s) identified in the literature review. Applicants should address plans to ensure coherence and synthesis across strands or sub-projects to move beyond recommendations for specific programmes or institutions and draw bigger picture lessons on what works and what doesn’t.

Explain the research idea(s) and key research question(s); choice of geographies; methodology; proposed outputs; the stakeholders involved; and the expected impact.

You may also consider including ideas for complementary research to be funded by the XRF contributing to additional expertise or analysis not present within the core team.

We expect that the ideas for new projects submitted as part of the proposal may need to be adjusted as part of the Phase 2 design of new research projects, informed by gaps identified in the more detailed Rapid Evidence Assessment. The purpose of asking for project concept notes as part of the proposal is primarily to understand your basic research ideas and how you design research projects.

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| Answer (Up to 2000 words) |

## Approach to ethics, safeguarding, risk and duty of care

Applicants should address how their research plans and approaches will ensure that principles of ethical research are adhered to across all stages of the project, including issues such as research integrity and transparency, informed consent, collection and retention of data, etc., including any plans for ethical review of research plans, as relevant.

If fieldwork is part of the research proposal, Applicants should describe how the safety and security of both researcher(s) and research subjects will be ensured, including assurances of “do no harm” and special considerations where research is conducted among vulnerable groups.

Applicants should briefly consider what risks they foresee on this project and describe appropriate mitigation strategies. Risks identified should include those related to safeguarding, if relevant.

Applicants should outline approaches to assessing security risks and developing risk mitigation strategies prior to travel, in particular in relation to proposed travel to higher risk areas. If the project is selected, XCEPT will pursue a full risk assessment process in collaboration with the Applicant in advance of any field research.

Applicants should briefly describe how they will incorporate gender and conflict sensitivity at all stages of the research, from design to implementation.

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| Answer (Up to 500 words) |

## Research team and track record

Applicants should explain how they are positioned to conduct this research, addressing the relevance to the proposed project of their experience, expertise, existing networks, and track record of producing rigorous research and analysis to publication standards.

Please provide links to – or attach – two examples of work relevant to the proposed research topic.

Please include a CV for the lead researcher(s) showing experience and publications (as an annex or attachment). CVs should highlight experience relevant to the topic proposed, understanding of policy actors and interventions, and ability to produce papers of publishable standards. CVs will not count against the word limit.

If applying as part of a team, the Applicant should propose a Team Leader/Lead Researcher, responsible for delivery of all research outputs to a high-quality standard, who will be primary liaison with XCEPT. The Applicant may recommend other positions for completion of the study at their discretion. In addition to the CV(s) for the Team Leader/Lead Researcher, the Applicant may provide up to four additional CVs as part of their application. No more than five CVs in total may be provided.

Applicants should describe the extent to which individuals and/or organisations from the Global South lead and meaningfully participate during different stages of the research cycle, from research design to data collection, analysis, validation, authoring, and uptake.[[1]](#footnote-2)

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| Answer (Up to 500 words) |

## Value for money

Applicants will need to manage the organisation and delivery of research activities, including tracking expenditure and managing delivery among all participating researchers, if applicable. The applicant should explain how they will oversee the project and financial management of this funding opportunity and how the proposed costs achieve Value for Money.

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| Answer (Up to 250 words) |

# Applicant declaration

Applicants responding to this RFA must disclose any conflict of interest and sign the declaration below, in keeping with Chemonics’ ethical and business conduct requirements (see RFA *Section 5.2: Ethical and business conduct requirements*).

|  |
| --- |
| I, [Full Name of Applicant’s signatory], hereby declare the following in connection with our proposal submitted for [Project Name]: 1. \*\*Disclosure of Relationships:\*\*
2. [name of applicant organisation] and its staff have no close, familial, or financial relationships with Chemonics, Chemonics’ project staff or with other applicants submitting proposals under the same solicitation *G026\_XCEPT\_Conflict and Climate* that would pose a conflict of interest in relation to our proposal application. I understand I have a continuing obligation to disclose potential conflicts discovered and to act as instructed.

OR1. [name of applicant organisation] is hereby disclosing the following relationship that may pose a conflict of interest: [provide details of the disclosed conflict of interest, such as the nature of the relationship and the individuals involved, if any]. I understand I have a continuing obligation to disclose potential conflicts discovered and to act as instructed.
2. \*\*Price Independence Certification:\*\*

I certify that the prices in our application have been arrived at independently. There has been no consultation, communication, or agreement with any other applicant or competitor for the purpose of restricting competition. 1. \*\*Authenticity and Accuracy Certification:\*\*

I certify that all information in our proposal and all supporting documentation are authentic and accurate to the best of my knowledge. 1. \*\*Understanding and Agreement to Chemonics’ Prohibitions:\*\*

I certify my understanding and agreement to Chemonics' prohibitions against fraud, bribery, and kickbacks. I understand that any misrepresentation or failure to disclose relevant information may lead to disqualification from the solicitation. Sincerely, [Full Name of Applicant’s signatory] [Position][Date] Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

1. For the purposes of this solicitation, “Global South” refers to countries listed by the OECD Development Assistance Committee (DAC) as recipients of Official Development Assistance (ODA). See [DAC List of ODA Recipients 2024/2025](https://www.oecd.org/en/topics/sub-issues/oda-eligibility-and-conditions/dac-list-of-oda-recipients.html). [↑](#footnote-ref-2)