

**Southeast Asia Proposal Development Training Workshop (SEA-PDTW)**

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# Guidelines and Advice on how to write an APN proposal

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# Availability of APN funding!

- A call for APN proposal either for a scientific research under ARCP or science capacity building under CAPaBLE including raising awareness;
- Understand the funding requirements such as goal, objectives, scope of work, timeframe, the amount of funding etc...;
- A number of processing stages of proposal to be respected and followed, prior to a full proposal demanded along with their provision of templates, otherwise...

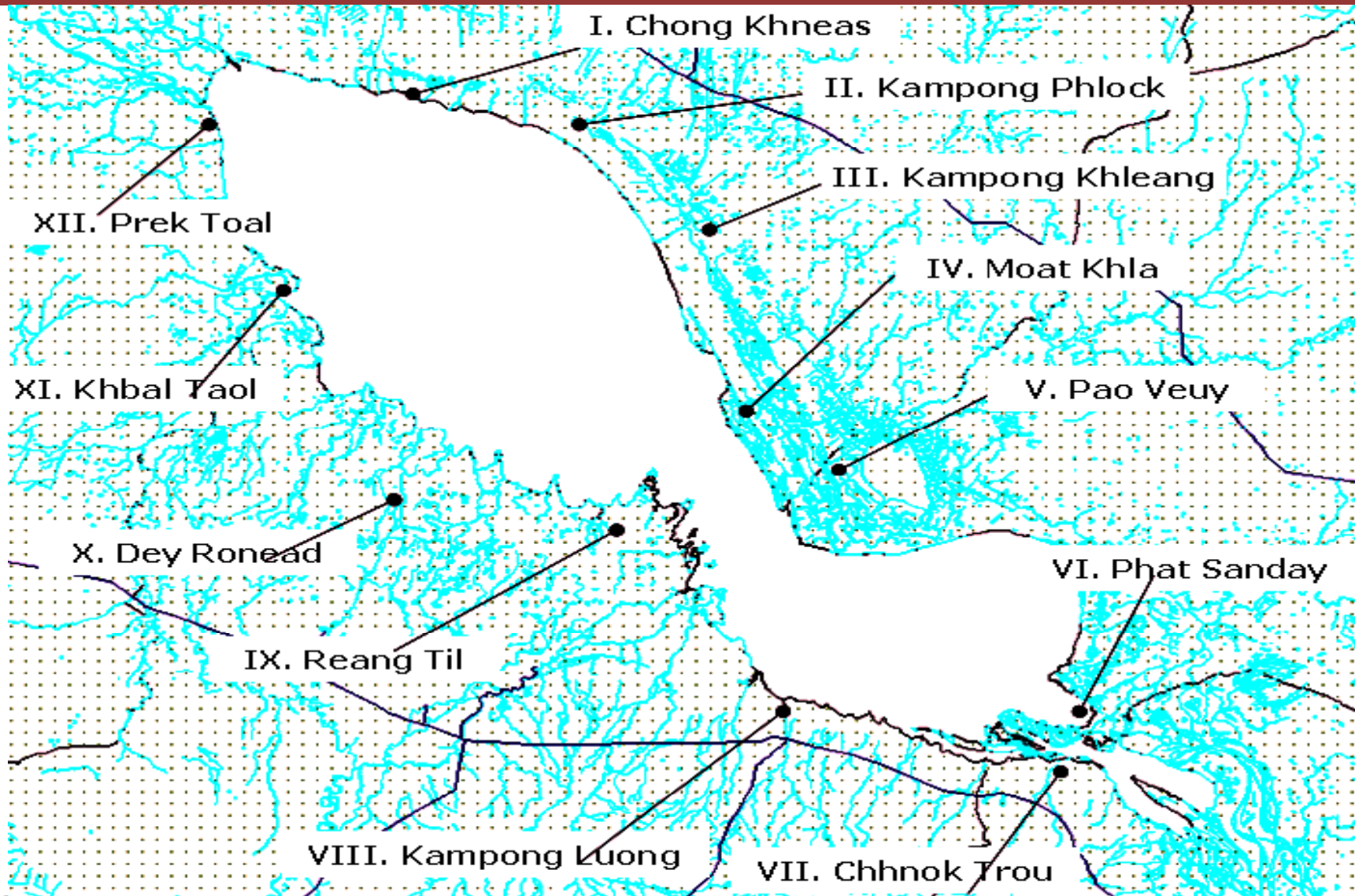
# What makes a good proposal?

- 1. Must have clearly defined objectives for the project;**
- 2. How do the outcomes meet the objectives?;**
- 3. Setting timetable and deliverables;**
- 4. Methodologies to deliver the outputs;**
- 5. Costing and budgeting;**
- 6. Ensuring national 'ownership' of the project;**
- 7. Some other advice.**

# 1. Must have clearly-defined objectives

- The objectives of the project need to be clearly defined in their own right -
  - related to APN's goals and themes, and
  - to the specific objectives of the individual program.
- The scope of the project can be for imaginative approaches
  - As an example, my own proposal was a feasibility study for a Mobile Environmental Educational Program to be used for raising awareness of climate change among the floating village population around Tonle Sap lake.

# 1. Must have clearly-defined objectives – Cont...



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## To recap the APN goals and themes

### According to APN Goals, it states

1. Supporting regional cooperation in global change research on issues particularly relevant to the region;
2. Strengthening appropriate interactions among scientists and policymakers, and providing scientific input to policy decision-making and scientific knowledge to the public;
3. Improving the scientific and technical capabilities of nations in the region including the transfer of know-how and technology;
4. Cooperating with other global change networks and organisations.

# 1. Must have clearly-defined objectives - Cont...

## To recap the APN goals and themes

And the APN themes namely-

1. Climate Change and Climate Variability;
2. Ecosystems, Biodiversity and Land Use;
3. Resources Utilization and Pathways for Sustainable Development;
4. Changes in the Atmospheric, Terrestrial and Marine Domains, and
5. Crosscutting issues.

## 2. How do the outcomes meet the objectives?

- The expected outcomes must map to the objectives for the project;
- For example, how could a project contribute to provide scientific input to policy-making (in accordance to APN Goal 2)?
  - providing a case study of the impacts of climate change in a particular geographical area of political concern;
  - showing how different mitigation and adaptation approaches could be applied in a particular country;
  - providing experience and capacity-building for national scientists in interpreting and explaining results to a non-scientific audience.



### 3. Setting the timetable and deliverables

- Timetables need to be sufficiently detailed and logical in order to enable evaluators to understand how a project will be undertaken;
- Timetables should be presented in table and/or Gantt chart formats;
- Interim deliverables should be defined, as a means of monitoring progress and, if required, as milestones for payments; and
- Ensure sufficient time is allowed for consultations, reviews and comments on draft deliverables!

## 4. Methodologies to deliver the outputs

- Methodologies will be very project-specific, particularly for scientific research projects;
- What important is that, in the proposal
  - the methodology must be understood by evaluators, who may not be technical experts;
  - there is ample opportunity for consultation, awareness-raising and capacity-building throughout the project; and
  - affected communities are engaged where possible.
- The project should not involve international experts talking to themselves!

## 5. Costing and budgeting

- Make sure budgets and cost estimates are complete and realistic and comply with the APN financial guidelines;
- Particular cost items to check for include:
  - flights and miscellaneous travel (taxis, visas etc.)
  - hotels and per diems
  - translation and interpretation
  - copying and printing
  - communications
  - local transport
  - workshop and consultation costs (venue charges, refreshments, participants' costs, audiovisual equipment etc.)

## 6. Ensuring national 'ownership'

- Evidence of national ownership of the project is critical to persuading evaluators that the expected outcomes
  - will contribute to meet the country's or region's own objectives;
  - will influence thinking and policies within the country or region;
  - where applicable, are likely to be implemented.
- Evidence of ownership includes
  - support from a sponsoring institution;
  - commitments in-kind (staff time, other resources etc.);
  - APN expects a minimum 25% in-kind contribution from the participating country;

## 7. Some other advice

- Keep the proposal focused and concise – evaluators do not want to read pages of irrelevant or repetitive text;
- Provide a summary of the key points;
- Use a clear format where a template is not provided
  - making sure headings are descriptive, logically placed and readily identifiable;
  - spaces between paragraphs;
  - at least 10-point type (preferably larger);
- Check for spelling mistakes and typos – makes the proposal look more professional.

Hoping this helps you to write a  
successful APN proposal

