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.
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!

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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

Thank you!

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