

Concept Paper Form – Guidelines

This document provides guidelines for filling in the Concept Paper Form. For your convenience the document has been formatted in accordance with the form itself. Follow the guiding points (provided in red) to fill in your form.

Project title: Name of project (Not more than 35 characters)		
Name of lead entity: Legal registered name of the body which is leading the project		
Category of entity: (tick required) <input type="checkbox"/> National <input type="checkbox"/> International <input type="checkbox"/> Public <input type="checkbox"/> Private		
Type of entity: (tick one) <input type="checkbox"/> NGO <input type="checkbox"/> Academic <input type="checkbox"/> Consulting <input type="checkbox"/> Individual <input type="checkbox"/> Programmes		
Legal status: Type of registration and year of registration		
Names of other implementing partners: For consortium proposals provide brief description of each organisation's experience and their role in project implementation		
Project duration: Start and end date of project with total duration		
Project budget: (tick one) <input type="checkbox"/> Small Grant <input type="checkbox"/> Large Grant		
Geographic location:(tick required) <input type="checkbox"/> National <input type="checkbox"/> Khyber-P <input type="checkbox"/> Punjab <input type="checkbox"/> Balochistan <input type="checkbox"/> Sindh <input type="checkbox"/> FATA <input type="checkbox"/> AJK <input type="checkbox"/> Gilgit/Baltistan		
Project Area in which project will be implemented: Name of the Districts/ Union councils etc.		
Type: (tick one) <input type="checkbox"/> Research <input type="checkbox"/> Advocacy <input type="checkbox"/> Both		
RAF theme: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5		
Priority Topic : <input type="checkbox"/> Research on CMWs <input type="checkbox"/> Advocacy on Best Practices Karachi-Declaration 2009		
SECTION -A-	TECHNICAL COMPONENT (NOT MORE THAN 5 PAGES)	
	Research	Advocacy
1	<p>Rationale (1 page) Context of the proposal</p> <ol style="list-style-type: none"> I. What is the problem which is the basis of research question? II. Why is the research topic important? (describe the current scenario and explain how the research addresses the situation) III. What has been done so far on this topic of research and by whom in Pakistan? IV. How is your proposal relevant to social context like gender, social exclusion and poverty? 	<p>Rationale (1 page) Context of the proposal</p> <ol style="list-style-type: none"> I. What is the <u>policy/ practice</u> being targeted? (e.g. specific legislation bill, programme policy, budgets, parliamentarians practice etc.) II. Whose rights (voice) are being represented in the advocacy efforts? III. What is the <u>evidence</u> forming the basis of the advocacy messages (refer to link on the website) IV. Provide the rationale for the quality and <u>credibility of the evidence</u> V. Why is it important to undertake advocacy? (Describe the current scenario and explain how the advocacy addresses the situation) VI. What has been done so far on this topic and by whom in Pakistan? VII. How is your proposal relevant to social context like gender, social exclusion and poverty?
2	<p>Research question/s (1/2 page)</p> <ol style="list-style-type: none"> I. What is/are your research question/s? (how does the question(s) address the social and gender context) II. What are the primary outcomes to be measured? What are the key variables? III. What are the potential policy/practice implications 	<p>Advocacy message/s (1/2 page)</p> <ol style="list-style-type: none"> I. What is/are the objective(s) of proposed advocacy activities? II. What is/are your message/s? III. What are the potential policy/practice implications of your advocacy?

	of your research evidence?	IV. How will you ensure that the messages will reflect the needs and views of the most vulnerable and marginalized especially women?
3	<p>Study design (2 pages)</p> <ol style="list-style-type: none"> I. State the target population (e.g. age, region, marginalised etc.) II. What type of study are you proposing? (e.g. cross sectional, observational, retrospective, case controlled etc.,) III. What methods will be used? (e.g. qualitative or quantitative, primary or secondary data collection). How will your methods address social and gender context? IV. How will the data be collected? (e.g. survey, focus groups, service statistics, interviews etc.) V. What tools/instruments will be used? (e.g., questionnaires, topic guides, extraction forms) VI. How will the subjects be identified/ recruited? VII. What is the expected sample size? VIII. Outline how will the data be analysed? (e.g. key word analysis, triangulations, what comparisons might be done, disaggregation by age, sex or socio-economic condition, etc.) 	<p>Advocacy Strategy (2 pages)</p> <ol style="list-style-type: none"> I. How will your advocacy bring about change in policy and practice? Describe the barriers and influencing factors that need to be addressed II. How will it relate to existing or emerging policy initiatives (national and provincial)? III. State who are the decision makers your project aims to influence (e.g. national, provincial or local)? IV. What other institutions or individuals do you need to target and maximize the impact of your advocacy? V. What type of communication channels will be utilized? (e.g. meetings, workshops, seminars, media, etc.) VI. How would you measure the diffusion of your message, its feedback and whether it has reached the target population? VII. How will you demonstrate impact? VIII. What are the gender and social issues that will affect the design of your strategy?
4	<p>Project management (1/2 page)</p> <ol style="list-style-type: none"> I. Name of the lead organisation, qualification and experience of main personnel (investigator(s) or advocates) – consider the gender balance of your team II. Implementing partner/s names and their roles in the project implementation III. Monitoring and quality assurance (e.g. how will you measure progress in relation to the project plans, what indicators will be used to measure progress of the project? Will the project be overseen through independent reviewers/ groups?) 	
5	<p>Research utilisation (1/2 page)</p> <ol style="list-style-type: none"> I. What is the target audience for the research findings? (Please be specific about the types and levels of policy/decision makers, influencers or pressure groups etc.) II. What activities or materials will be undertaken or used for communication? (e.g. Policy briefs, Workshops, Press releases etc.) III. What policy/ practice change is intended? IV. Do you envisage any possible follow up research or any other activities to the current proposed study? (e.g. scaling up the tested intervention, linking up with advocacy organisations, second phase of the study etc.) 	<p>Utilisation of Project experience (1/2 page)</p> <ol style="list-style-type: none"> I. How will the project experience be documented and shared with others? II. Do you envisage any possible follow up activities? (e.g. scaling up the intervention, linking up with other stakeholders)
6	<p>Ethical considerations (1/4 page)</p> <p>Are there any specific ethical issues related to the proposed project? (e.g. use of incentives, or in research, recruiting target population not in the position to provide informed consent etc.)</p>	
7	<p>Environmental considerations (1/4 page)</p> <p>Are there <u>environmental considerations</u> related to the project?</p>	
8	<p>Budget (separate to the five pages and not more than one page)</p> <ol style="list-style-type: none"> I. Provide an estimate of key expenditure areas e.g., personnel, equipment or procurements, field work, data management and analysis (research), communication (advocacy), and dissemination. II. Presented in Pak Rupees only. 	

SECTION -B-	ORGANISATIONAL PROFILE
Offices:	
Contact Person:	Cell phone:
Address:	
Telephone no:	
Fax:	
E-mail:	
Web address:	
SECTION -C--	SUPPORTING DOCUMENTS <ul style="list-style-type: none"> • Copy of organisation's registration. • CVs of the main personnel (investigator(s) or advocates) for the project. • List of projects undertaken, donors and their value during the last five years. • Organisational profile (narrative two page document detailing organisation's scope of work, research or advocacy experience, achievements etc.).

Name: Designation:.....

Signed (by head of organisation):.....

Date:

Stamp (official organisational stamp)