

PROLINNOVA Guidelines 15:

Procedures for reviewing concept notes and proposals submitted in the name of PROLINNOVA

The main purpose of reviewing the concept notes (CNs) and proposals is to ensure that the quality in terms of form and content is in line with the principles and standards of the PROLINNOVA network.

1. The (sub)regional coordinator will draft **multi-CP** CNs and proposals in consultation with the CPs concerned. Members of the International Support Team (IST) are prepared to give comments on early drafts of CNs or proposals if requested.
2. In each (sub)region, the Taskforce Leader and/or the POG member representing that (sub)region – which may be the same person – will review **multi-CP** CNs and proposals, and decide on the final go-ahead to submit.
3. In the case of a **CN or proposal that includes CPs in both subregions in Africa**, the two Subregional Taskforce Leaders and the POG members representing the African CPs will review the document and decide on the final go-ahead to submit.
4. In the case of a **CN or proposal that includes two or more CPs in Asia**, the Regional Taskforce Leader and/or the POG member representing the Asian CPs will review any proposal and decide on the final go-ahead to submit.
5. For any **multi-regional** CN or proposal, at least one person from a review panel of four persons (2 from the International Secretariat and 2 from the POG) will review the document and give the final go-ahead.
6. CNs or proposals drawn up by **individual CPs in Africa** will be reviewed by the relevant Subregional Coordinator before being sent to the Subregional Taskforce Leader and POG member representing the subregion, who will decide on the final go-ahead to submit.
7. In a situation where the reviewers are not able to respond within the given deadline, which must be **at least 5 days** from the date of receiving the draft, the initiator of the CN or proposal should continue to make the application, so as not to miss the opportunity.

Guidelines for reviewers

- A. The reviewers will ensure that the content and language in the CN or proposal is in line with the PROLINNOVA approach and the current strategic plan. For example, it should deal with one or more of the following elements:
 - identifying and recognising local innovation
 - facilitating farmer-led participatory research & innovation (Participatory Innovation

Development)

- building multistakeholder partnership to promote local innovation and PID
- facilitating the use of Local Innovation Support Funds/Facilities (LISFs)
- sharing and learning within and between countries about local innovation and PID
- policy dialogue to promote local innovation and PID.

B. *The reviewers will ensure that all CNs and proposals incorporate gender issues.*

- C. The reviewers will ensure that each CN and proposal, whether for individual or multiple CPs, includes activities and budget lines to allow for sharing and learning between countries (e.g. International Partners Workshop, regional workshop – at least one such event each year), as well as for (sub)regional coordination and monitoring and, if necessary, for backstopping by other International Support Team members or experienced partners in other CPs (South–South backstopping).