

## **PROLINNOVA Guidelines 15:**

### **Procedures for reviewing and submitting concept notes and proposals made in the name of PROLINNOVA**

*The partners in the PROLINNOVA network bring together their own resources – financial and in kind – to be able to exchange with and learn from each other and to promote an approach of farmer-led innovation, research and development in agriculture and natural resource management. They may also seek external funding for jointly exploring new thematic initiatives and methodologies and for supporting especially South–South learning/mentoring and international networking. Any individual or organisation in a Country Platform (CP) recognised by the PROLINNOVA Oversight Group (POG) may submit concept notes (CNs) or proposals for external funding (i.e. from outside the partner organisations in the CP) with specific reference to PROLINNOVA, if they follow these procedures agreed within the PROLINNOVA Community of Practice.*

#### **A. Procedures for CP partners submitting a CN or proposal in the name of Prolinnova**

An individual or organisation in a CP that intends to submit a CN or proposal for external funding using the PROLINNOVA name/affiliation shall inform the CP coordinator and National Steering Committee in that country and the relevant subregional or regional coordinator of the PROLINNOVA network of this intention. This also applies to involvement in a consortium responding to a call for proposals, even if the PROLINNOVA member organisation is not the lead organisation of the consortium.

The (sub)regional coordinator can then advise the individual or CP whether other PROLINNOVA entities are approaching the same donor or competing for the same call, and can also advise how other CP members or other CPs might be included.

If using the PROLINNOVA name in fundraising efforts, a host organisation of a CP will include at least one and preferably more than one other CP member organisation in the proposal. Wherever possible, opportunities for including more than one CP in a proposal should be explored.

In preparing budgets for CNs and proposals, CP partners should align with PROLINNOVA Guidelines 2 on transparency and accountability.

The aim and activities in the work included in any CN or proposal in the name of PROLINNOVA must be in line with the PROLINNOVA principles and approach (see Section D: Guidelines for reviewers). If a large consortium is submitting a CN or proposal that makes specific reference to PROLINNOVA, the PROLINNOVA lines of work and components of its strategic plan must be clearly visible.

Members of the International Support Team (IST) are prepared to give comments on early drafts of CNs or proposals if requested. Also Friends of PROLINNOVA can be requested to comment.

#### **B. Ensuring quality of CNs and proposals submitted in the name of PROLINNOVA**

In order to ensure that the quality of the CNs and proposals is in line with the principles and standards of the network, the POG has compiled the following procedures for reviewing CNs and

proposals with specific reference to PROLINNOVA before they are submitted.

### ***Africa region and subregions<sup>1</sup>***

- A CN or proposal drawn up by an ***individual CP*** will be reviewed by the relevant subregional coordinator before being sent to the subregional taskforce leader and to the POG member representing the subregion, who will jointly decide on the final go-ahead to submit.
- The subregional coordinator will co-draft CNs and proposals involving ***multiple CPs in the subregion*** in consultation with the CPs concerned. In each subregion, the taskforce leader and the POG member representing that subregion – which may be the same person – will review such CNs and proposals and will decide on the final go-ahead to submit.
- In the case of a CN or proposal that ***includes CPs in both African subregions***, 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.

### ***Asia region***

- A CN or proposal drawn up by an ***individual CP*** will be reviewed by the regional coordinator before being sent to the regional taskforce leader and POG member representing the region, who will decide jointly on the final go-ahead to submit.
- The regional coordinator will co-draft CNs or proposal involving ***multiple CPs in Asia***, in consultation with the CPs concerned. The regional taskforce leader and the POG member representing the Asian CPs – which may be the same person – will review such CNs and proposals and will decide on the final go-ahead to submit.

### ***Andes region***

- A CN or proposal drawn up by an ***individual CP*** will be reviewed by the POG member representing the region and one member of the IST, who will decide jointly on the final go-ahead to submit.
- CNs or proposals drawn up by ***multiple CPs in the Andes*** will be reviewed by a POG co-chair and one member of the IST, who will decide on the final go-ahead to submit.

### ***Multi-regional***

- In the case of a ***multi-regional*** CN or proposal, at least two persons from a review panel of four (two from the IST and two from the POG) will review the document and give the final go-ahead.

## **C. Timeframe for reviews**

The leader for the CN/proposal will send the draft to the reviewers at least ***three weeks*** before the submission deadline, to allow time for feedback and interactions with other potential collaborators within and outside the CP. The reviewers will provide feedback within ***five working days*** of receiving the draft. If a reviewer realises that s/he cannot make the review within five days, s/he will find another suitable person within the PROLINNOVA Community of Practice to make the review within the timeframe. If the reviewers have not responded within this timeframe, the initiator of the CN or proposal should continue to make the application, so as not to miss the opportunity. However, the submitted CN or proposal should be shared with the (sub)regional coordinator,

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<sup>1</sup> These guidelines are currently more detailed for the case of CPs in Africa, as they are more numerous and are also further advanced in the process of network regionalisation than are the CPs in Asia or the Andes.

taskforce leader and POG member, and all efforts should be made to include their comments and suggestions in a final, revised version of the proposal.

#### **D. Guidelines for reviewers**

1. 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:
  - a) identifying and recognising local innovation
  - b) facilitating farmer-led participatory research & innovation (Participatory Innovation Development / PID)
  - c) building multistakeholder partnership to promote local innovation and PID
  - d) facilitating the use of Local Innovation Support Facilities (LISFs)
  - e) sharing and learning within and between countries about local innovation and PID
  - f) policy dialogue to promote local innovation and PID.
2. ***The reviewers will ensure that all CNs and proposals incorporate sufficient attention to gender issues.***
3. The reviewers will ensure that each CN or 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 IST members or experienced partners in other CPs (South–South mentoring). If this is not possible, e.g. in the case of small CP proposals that support farmer innovation but cannot carry such costs, there must be an explanation for not including such inter-CP sharing and learning activities and budget lines.