

Guidelines

Project Funding for International Agricultural Research Centers

January 2014

Content

A.	Framework and Principles	3
B.	Objectives, Criteria and Priorities for Project Funding	3
	1. Development Objectives	3
	2. Criteria	4
	3. Thematic Areas.....	5
C.	Procedures.....	6
D.	Intellectual Property Rights, Biosafety and Genetic Engineering.	6
E.	Protection of Personal Data.....	7
F.	Indication of German Support in Publications.....	7
G.	Reporting.....	8
Annex 1:	Preparing Proposal for Project Funding.....	9
Annex 2:	Structure of Progress Reports	14
Annex 3:	Structure of Final Report	16
Annex 4:	Logical Framework Matrix	21
Annex 5:	Flow Chart for Review Process	24
Annex 6:	Acronyms	25
Annex 7:	Contacts and addresses	26

A. Framework and Principles

The main objective of the Federal Ministry for Economic Cooperation and Development (BMZ) in funding International Agricultural Research for Development is to provide a strategic instrument for enhancing research in organizational, methodological and technical innovations concerning sustainable agricultural development, focusing on the impact of this research on the poor population in developing countries.

Research support addresses policy issues, the social, environmental and technological dimensions of research, the training of professionals and the out- and upscaling of research findings. Funding is provided to the CGIAR Research Centers and to *icipe* and AVRDC - The World Vegetable Center. In the following text, the 17 institutes are collectively referred to as 'International Agricultural Research Centers (IARCs)'.

Various funding mechanisms for IARCs are applied, namely (i) Project Funding, (ii) Integrated Experts in collaboration with the Centrum fuer Internationale Migration und Entwicklung (CIM), and (iii) The Small Grants Program.

The present guidelines are addressing Project Funding only.

B. Objectives, Criteria and Priorities for Project Funding

1. Development Objectives

The Millennium Declaration set forth eight Millennium Development Goals (MDGs) to be achieved by 2015 to improve the lives of millions of people throughout the world: Eradicate extreme poverty and hunger (MDG1), Achieve universal primary education (MDG2), Promote gender equality (MDG3), Reduce child mortality rate (MDG4), Improve maternal health (MDG5), Combat HIV/AIDS, malaria and other diseases (MDG6), Ensure environmental sustainability (MDG7), and Develop a global partnership for development (MDG8).

The BMZ 'Ten-point Program for Rural Development and Food Security' (http://www.bmz.de/en/zentrales_downloadarchiv/themen_und_schwerpunkte/laendliche_entwicklung/Ten-point_Programme_for_Rural_Development.pdf) specifically calls for 'linking the findings of agricultural research more closely to agricultural practice'. Particular emphasis lies therefore on realistic impact pathways.

2. Criteria

Any request for funding is being considered on the basis of scientific and developmental criteria:

- Developmental relevance for food security, reduction of poverty, improved nutrition and health, and conservation of natural resources and their use, significance of contribution
- Integration in one of the CGIAR Research Programs (see next paragraph) with a clear contribution to its Intermediate Development Outcomes (IDOs). As the CRPs are covering a wide range of research, AVRDC and *icipe* are expected to submit proposals that will fit under this umbrella
- Participatory and demand-driven research approach, including the prospective users / beneficiaries (e.g. farming households, user organizations, CBOs, policy makers) in the research process and clearly specifying who articulated the demand (e.g. farmer, extension, policy, research)
- Comparative advantage of the applicant and the cooperation partners, qualification of the involved scientists
- Originality and innovative quality of the proposed research work
- Suitability of the methodological approach
- Logic model / impact pathway and corresponding work plan, availability of logical framework, suitable indicators and milestones, feasibility, realism
- Justification of cooperation with partners, competence of cooperation partners, definition of roles and responsibilities of partners, multidisciplinary and multi-stakeholder character of the cooperation
- Involvement of German cooperation partners, if appropriate
- Capacity building in NARS through collaborative research and training
- Support of early career scientists and project management staff
- Potential usability and dissemination strategies of research results, with special emphasis of necessary partnership arrangements with national agencies, development cooperation, NGOs, private sector companies or others in order to achieve impact at scale on farm- and household level or national or policy level
- Adequacy and transparency of budget
- As research projects may require a longer time frame to produce usable and scalable results, proposals that build on previous BMZ funded projects are welcome, and ideally should conceptualize follow-up phases from the beginning (e.g. research, product development, dissemination and scaling).

3. Thematic Areas

Germany is supporting the 'Strategy and Results Framework for the CGIAR' (SRF) and the CGIAR Research Programs (CRPs, Table 1).

Project proposals have to contribute to the four System Level Outcomes (SLOs):

- reduced rural poverty
- increased food security
- improved nutrition and health
- sustainably managed natural resources.

Table 1: CGIAR Research Programs and Lead Centers

CRP1.1	Dryland Systems (ICARDA)
CRP1.2	Humidtropics (IITA)
CRP1.3	Aquatic Agricultural Systems (World Fish)
CRP2	Policies, Institutions and Markets (IFPRI)
CRP3.1	Wheat (CIMMYT)
CRP3.2	Maize (CIMMYT)
CRP3.3	GRiSP - A global rice science partnership (IRRI)
CRP3.4	Roots, Tubers and Bananas (CIP)
CRP3.5	Grain Legumes (ICRISAT)
CRP3.6	Dryland Cereals (ICRISAT)
CRP3.7	Livestock and Fish (ILRI)
CRP4	Agriculture for Nutrition and Health (IFPRI)
CRP5	Water, Land and Ecosystems (IWMI)
CRP6	Forests, Trees and Agroforestry (CIFOR)
CRP7	Climate Change, Agriculture and Food Security (CIAT)

C. Procedures

CGIAR Centers and the two Non-CG-Centers¹ are invited to submit proposals before March 31st of each year (only one proposal per center). Collaborative projects combining the competencies of two centers complementing one another are particularly welcome. In this case each center submits its own proposal, indicating the collaborative character of the project.

Review teams will evaluate the submitted proposals and provide their recommendation to GIZ/BEAF. Based on these inputs, GIZ/BEAF will recommend selected projects for funding by BMZ. After the funding decision of BMZ, centers are notified likely by end-November. If necessary, GIZ/BEAF requests revisions of proposal and budget. A contract will be drawn between GIZ (on behalf of BMZ) and the center appropriate to the appointed start date of the project. The final proposal and budget will be specified as part of contractual arrangements between GIZ and the individual center.

Detailed instructions for the elaboration of proposals are set forth in annex 1. The upper limit for funding is Euro 1.2 million (including indirect costs) for three years.

Application together with a cover letter from the Center's Director General (see also 1.6 in the 'Binding Structure of Proposal' on page 9) as well as a letter of intent (LoI) of each partner (at least the German partner institution) should be sent to petra.geissinger@giz.de (electronic filing is sufficient, hard copies are not necessary).

D. Intellectual Property Rights, Biosafety and Genetic Engineering

As a matter of principle, research results and products are considered to be in the public domain. The IARC is required to indicate anticipated patentable research results in the proposal for project funding and to take the necessary steps to avoid results being used by third parties in order to obtain patent registration. If a project is approved, the IARC is in charge of publishing the research results as soon as they have been generated, especially if such research and developmental achievements appear likely to meet the patentability requirements of novelty, inventiveness and industrial applicability (non-obviousness and utility, respectively), in order to ensure their handling as part of the public domain by such third parties.

In those cases in which techniques or products of a proprietary nature are being used in the research, any arrangements with the owner of the patent regarding the use of the research product by the center's target group should be indicated. In regard to the exchange of germplasm the centers recognize the authority of the Governing Body of the International

¹ *Icipe* and AVRDC - The World Vegetable Center

Treaty on Plant Genetic Resources for Food and Agriculture ('The Treaty') to provide policy guidance relating to their *ex situ* collections. All shipments will be accompanied by the Standard Material Transfer Agreement (SMTA) adopted by the Governing Body of the Treaty at its First Session in June 2006.

In regard to experiments that involve genetic engineering and/or require biosafety considerations, IARCs must have an established internal policy abiding by international standards and national regulatory requirements. Institutional biosafety guidelines must be operational, including defined minimum qualification requirements for the biosafety officers and project leaders assigned to survey activities involving the handling of genetically engineered or potentially hazardous living organisms.

E. Protection of Personal Data

GIZ assert the use of valid general terms of personal data protection and IT security standards. All provided postal addresses and email addresses are used exclusively for correspondence or for information processing in the context of calls for proposals administrated by GIZ/BEAF. Information concerning any project proposals submitted to GIZ/BEAF is collected in GIZ's data processing systems (name, profession and contact details of project coordinator, partner institutions, and name, profession and contact details of co-coordinators) for administration, monitoring and financial transactions. The IARCs will ensure that their staff members are informed about the acquisition of data by GIZ, and that everybody has consented. The IARCs also consent to the sharing of information from this database (personal data as well project-related data and results) with other CGIAR research centres, GIZ projects and interested persons, as well as publication on the GIZ website.

F. Indication of German Support in Publications

Scientific and other material published as a result of German funding must indicate the Federal Republic of Germany as donor. Regardless of whether the funds were made available by BMZ directly or through GIZ on behalf of the BMZ, funding should be acknowledged as "With the financial support of the Federal Ministry for Economic Cooperation and Development, Germany". More information and templates for logos can be requested by sending an e-mail to petra.geissinger@giz.de.

G. Reporting

Reporting is a key instrument for monitoring and evaluation of the German support to International Agricultural Research, which reflects the criteria listed in section B. The IARC is therefore required to document all relevant knowledge gained during project implementation in a final report. In addition progress reports should be presented in form of an executive summary. Their objective is to present both major results achieved and also limitations encountered.

The instructions for preparing the reports are outlined in annexes 2 and 3. Reports have to be submitted by e-mail to judith.jansen@giz.de.

Eschborn, January 2014

Annex 1: Preparing Proposal for Project Funding

The proposal should be based on the information outlined under section B. It should allow for a comprehensive peer review of the project including the work plan and methodology.

Proposals should not exceed 15 pages. Only the total budget overview and logframe should be added as annexes. The project overview (1.1 – 1.13) should not exceed 3 pages. Characters should be at least font size 11 in Arial or 12 in Times New Roman. Please submit WORD-documents, not pdf.

Binding Structure of Proposal

1. Project overview

- 1.1 The IARC applicant (abbreviation of the center's name, address not necessary)
- 1.2 Project coordinator (name, address, e-mail)
- 1.3 Project title
- 1.4 Budget requested from BMZ (in Euro) and project duration
- 1.5 Major research domains (only key words)
- 1.6 CRP/IDO integration (Please state in which CRP (only one!) the project is integrated and indicate its contribution to the CRP's IDO/s, if available stating clear contribution to IDO indicators. Please confirm in the attached letter of the Center's Director General (application) that the research project is synchronized with the DG of the CRP lead center as well as with the CRP Director. This conformation should make sure that the proposal is part of the impact pathway of the CRP)
- 1.7 Project description (Briefly describe the project. In particular state goal, purpose and outputs according to Logical Framework Approach. Name the country with main activities (main country) and all countries where additional project activities will be carried out (countries))
- 1.8 Beneficiaries, stakeholders and necessary partnership arrangements (Please precisely explain who are the beneficiaries of the project, which stakeholders are involved and what partnership arrangements will be taken in order to disseminate research results and – if applicable - contribute to impact at scale at the beneficiary level)
- 1.9 Consideration of gender equity aspects. Please note high priority, ensure that necessary research capacities are available for the project and alignment with CRP gender strategy
- 1.10 Research methodology and procedure
- 1.11 Summary of IARC's completed and present activities that are of importance for the proposed research

- 1.12 Name project partners (according to budget table) including contacts, e-mail addresses and fields of cooperation
- 1.13 Budget summary (allocation of funding according to budget lines and collaborators)²

2. Background and Problem Analysis

This section should provide sound justification for the research and supply information of the possible impact on beneficiaries as follows:

- Analysis of development problems within the political, economic, social and cultural framework including stakeholder and gender analyses. In addition to detailed descriptions a visualized problem structure (e.g. problem tree) should be provided here.
- Description of past and on-going activities research and development efforts addressing the same and related topics
- Analysis of relevant current research and review of literature (research and methodology)
- Identification of the project in relation to the IARC's core projects or programs; specific links and expected contribution to the goals of the approved medium-term plan (e.g. chart).

3. Detailed Project Description and Work-plan

Demand, goal, purpose, outputs, activities and indicators of the research project should be stated. A Logical Framework Matrix should be attached.³ Research partners and users of research results should participate in the elaboration and research process.

Demand, goal, purpose, outputs, activities and indicators are to be defined as follows:

- Demand:
Who articulated the demand for the project and why (e.g. farmers, policy makers, research), shortly describing the participatory research process and necessary follow-up steps, if applicable
- Goal:
Direct benefits for the final beneficiaries, especially the poor. It should refer to one or several SLOs
- Purpose:
Intended utilization of outputs by recipients/direct client. It should be one or several IDOs of the respective CRP
- Outputs:
Research Outputs/Products (tangible/intangible) delivered by the project, which the IARC is responsible for, even though it might not implement all the work by itself (definition of about five to seven outputs)
- Activities:
Tasks undertaken in order to produce research outputs (activities should be related to the outputs)

² For format specifications, please see chapter 9 (Budget), page 13

³ See attached matrix (Annex 4). A WORD-document for download is available at www.giz.de/agricultural-research

- Indicators and milestones:
Indicate performance standards with observable characteristics, which permit the monitoring of the achievement of outputs, purpose and goal as well as milestones, which allow the monitoring of the major activities during project implementation.

The project approach and its work program are to be outlined in detail.

The following points should be addressed:

- Description of project justification, including how the project will be relevant for contributing to CRP IDOs and development relevance
- Description of the scientific approach (research methodology and quality as well as procedure)
- Expected uses and users of research results and partnership arrangements for disseminating results and bringing them into practice in order to achieve impact at scale
- Description of all relevant aspects of the attached Logical Framework Matrix, especially of the goal, purpose, outputs and the activities to be undertaken. Explanation on how the activities will lead to the outputs, how the outputs will lead to the purpose and how the purpose will contribute to the goal. Details on the indicators defined for the outputs, the purpose and, if feasible, for the goal. If possible, phased indicators should be defined on the goal, purpose and output level, i.e. indicators for year one and two in addition to the indicators for the total project duration
- Description on how the proposed project considers the CGIAR Consortium or rather the CRP Gender Strategy, reflecting on how the systematic integration of gender aspect is managed in priority setting, planning, design, implementation, capacity building, results and the intended beneficiaries
- Project management structure including a definition of roles and responsibilities of partners during implementation, specifying operational and technical aspects
- Provisions to manage the progress and focus of research, including type of documentation available upon completion of project and mechanisms for disseminating results to beneficiaries
- Identification of all inputs, including project staffing requirements, based on their duties

4. Probability of Success

Statement on assumptions as well as risks; an assessment of limitations or potentials to complete the project successfully.

5. Training and Scientific Interaction

Rationale and specification of training activities and their relation to the purpose and outputs of the project (e.g. on-the-job training for NARS professionals, workshop(s), degree-related training, support of early career scientists and project management staff).

6. Impact pathways

Impact pathway defines both the causal relationship from research outputs to impacts and the nature of the partnerships at each stage in the pathway. Please indicate the impact pathway from research outputs to the desired research outcomes to specific CRP Intermediate Development Outcome/s (with clear contribution to IDO/s indicators, if applicable) to the specific system level outcomes (SLOs). In addition, clearly elaborate the partnership arrangements with non-research institutions (national partners, development cooperation, NGOs, private sector companies etc.) that have been or will be established in order to achieve development outcomes and specify the role to be played by main partners as well as the source of their funding.

7. Intellectual Property Rights, Biosafety and Genetic Engineering

Results and products of research are considered international public goods; the IARC is required to indicate if patentable results are expected and to ensure that third parties do not use results to claim patent rights for themselves.

Genetic engineering/biotechnology research requires that the IARC's policy and procedures on biosafety are in accordance with international standards and strictly follow the national regulations of the target countries (for details see section D on page 6).

8. References

9. Budget (in Euro)

Figures have to indicate the specific budget requested (max. Euro 1.2 million, including indirect costs), as well as the input by the IARC and other donors, if applicable. GIZ will fund an indirect cost rate corresponding to the audited rate of the latest financial statement, up to a maximum of 20% for IARCs and a maximum of 11% for German Institutions. A detailed breakdown must be given in regard to item, year, IARC and partners in rounded figures only, with no decimal points. All budget items should be clearly justified by the work-plan.

Please use the Excel-table available on our website: www.giz.de/agricultural-research
> *Guidelines / INFORMATION ON PROJECT FUNDING* > *giz2014-en-budget-planning-project-funding.xls* or ensure that the form you use follows the scheme of GIZ/BMZ.

The Excel-form generates the “budget summary” in a separate worksheet automatically, being requested as structure point 1.13 of the proposal overview. Please submit the budget as an open Excel-file.

Eschborn, January 2014

Annex 2: Structure of Progress Reports

To be submitted by the end of February of each year for the previous calendar year to judith.jansen@giz.de. The progress report should not exceed 6 pages.

1. Name of IARC

Full name and abbreviation (address not necessary).

2. Project Title

*Quote the project title given in the proposal (long **and** short version if applicable).*

3. Funding type, GIZ Project Number and Contract Number

Usually a 12-digit format <00.0000.0-000.00> and an 8-digit format <00000000>.

4. Reporting Period

Usually the last calendar year.

5. Project Coordinator and Project Scientists

Name the project coordinator stating his/her full name, address, phone number, e-mail address. State the names of the principal staff members participating in the project (address not necessary).

6. Project Partners

State the full names of the institutions and main staff members involved in the project (addresses not necessary).

7. State of Project Implementation

Briefly describe, with reference to the Logical Framework Matrix, the state of activities (indicating “completed”, “ongoing” or “suspended”) as well as the achievement of the indicators for the outputs and purpose (if already possible).

Briefly describe major deviations from the work-plan.

8. General Achievements and Problems encountered

Highlight important achievements, methodological breakthroughs, experiences and major limitations of project implementation, unexpected side-effects of project activities (refer to assumptions); report on the use of results by other scientists, projects and beneficiaries; report on feedback from users regarding interim results and implications for NARS.

9. Conclusions for the following Reporting Period

State if the project plan is still relevant and if goal, purpose and outputs are still achievable. Point out issues which require adjustment of the work-plan, including comments from in-house peer reviews and/or validation of progress by peers. Draw conclusions for the further implementation of the project.

10. Publications, Papers and Reports

List all relevant documents, which constitute new products of the present project since the last progress report. Please forward copies of the publications, papers and reports to the GIZ.

11. Summary

Summarize the main results of the project on one page.

Annex 3: Structure of Final Report

Generally to be submitted not later than 5 months after conclusion of the project to judith.jansen@giz.de, divergent deadlines could be stated by GIZ in case of contract amendment. The final report should not exceed 20 pages. Detailed research reports should be added in the form of annexes.

1. Name of IARC

Full name and abbreviation (address not necessary).

2. Project Title

Quote the project title given in the proposal (long and short version if applicable).

3. Funding type (= Project Funding), GIZ Project Number and Contract Number

Usually a 12-digit format <00.0000.0-000.00> and an 8-digit format<00000000>.

4. Reporting Period

Months and calendar years, project phase (in case of a second phase or extension).

5. Project Coordinator and Project Scientists

Name the project coordinator stating his/her full name, address, phone number, e-mail address. State the names of the principal staff members who have participated in the project (addresses not necessary).

6. Project Partners

State the full names of the institutions and main staff members involved in the project (addresses not necessary).

7. State of Project Implementation and Assessment

A. Briefly describe, with reference to the Logical Framework Matrix, the state of activities (indicating “completed” or “not completed”) as well as the achievement of the indicators for the outputs, purpose and (if applicable) for the goal, as well as IDO contribution.

Describe major deviations from the work-plan and their reasons.

B. Assess the achievement of the **Research Outputs** answering the following question and applying the following assessment scale:

How do you rate the achievement of the Research Outputs (as defined in the Logical Framework Matrix) in quantity and quality?

Scale: 1 – 6

1 = very good rating, significantly better than expected

2 = good rating, fully in line with the expectations, no significant defect

3 = satisfactory rating, falling short of expectations but with positive results dominant

4 = unsatisfactory rating, significantly below expectations, and negative results dominate despite identifiable positive results

5 = clearly inadequate rating, despite several positive partial results

6 = the research outputs are not achieved at all

C. Assess the achievement of the **Purpose** answering the following question and applying the following assessment scale.

How do you rate the achievement of the Purpose (i.e. utilization of the research outputs, as defined in the Logical Framework Matrix) in quantity and quality?

Scale: 1 – 6

1 = very good rating, significantly better than expected

2 = good rating, fully in line with the expectations, no significant defect

3 = satisfactory rating, falling short of expectations but with positive results dominant

4 = unsatisfactory rating, significantly below expectations, and negative results dominate despite identifiable positive results

5 = clearly inadequate rating, despite several positive partial results

6 = the purpose is not achieved at all

D. Assess the achievement of the **Goal** answering the following question and applying the following assessment scale.

How do you rate the achievement of the Goal (i.e. direct benefits for target groups, as defined in the Logical Framework Matrix) in quantity and quality?

Scale: 1 – 6

1 = very good rating, significantly better than expected

2 = good rating, fully in line with the expectations, no significant defect

3 = satisfactory rating, falling short of expectations but with positive results dominant

4 = unsatisfactory rating, significantly below expectations, and negative results dominate despite identifiable positive results

5 = clearly inadequate rating, despite several positive partial results

6 = the goal is not achieved at all

E. Assess the consideration of **Gender Equity aspects**

How do you rate the consideration of gender equity aspects as defined in the Project Proposal? Scale: 1 – 6

1 = very good rating, significantly better than expected

2 = good rating, fully in line with the expectations, no significant defect

3 = satisfactory rating, falling short of expectations but with positive results dominant

4 = unsatisfactory rating, significantly below expectations, and negative results dominate despite identifiable positive results

5 = clearly inadequate rating, despite several positive partial results

6 = the gender equity aspects are not considered at all

F. Optional - Contribution to MDG 7 (Ensure environmental sustainability)

If the project proposal includes a contribution to MDG 7, please verify that the report contains information in this respect. Scale 1 – 6

Scale: 1 – 6

1 = very good rating, significantly better than expected

2 = good rating, fully in line with the expectations, no significant defect

3 = satisfactory rating, falling short of expectations but with positive results dominant

4 = unsatisfactory rating, significantly below expectations, and negative results dominate despite identifiable positive results

5 = clearly inadequate rating, despite several positive partial results

6 = the MDG 7 aspects are not considered at all

8. Major Research Findings

Highlight important achievements: technologies and products developed and new or improved research methodologies. What has been done to overcome limitations or unexpected problems? Detailed research reports should be added in the form of annexes.

9. Assessment of Research Findings

Describe possible implications for the research institute and for the research partners. Implications for potential users of research products such as farmers, agribusiness, extension services, development projects and implications on the policy level (legislation, safety regulations) should also be mentioned.

10. Knowledge Sharing and Partnerships for Impact

Describe what has been done and what still needs to be done to ensure that the research findings (products and research methodologies) will be used and/or further developed by the various users groups. Name recipients to whom the research findings have already been transferred, such as research institutes (IARC, NARS), extension and training institutions, farmers, agribusiness, policy makers. In addition, specify which partnership arrangements were created for participatory research and achieving impact on the ground.

11. Training

Describe the formal training and on-the-job-training provided during the project phase. Name individuals trained and, where applicable, the grades obtained. Assess the success of the training, if applicable.

12. Lessons Learned

State a brief description of lessons learned referring to the planning of the research project, the execution of the work-plan, the cooperation with the various partners and the training events. State reasons for any success and failure.

13. Future Research Needs

Give a brief description of the research needs (gaps of knowledge) identified, which could not be directly addressed during the project phase. These may be research methods, which need refinement or new questions raised by potential users of the (planned) research findings.

14. Summary

Summarize the main results of the project on one page.

15. Publications, Papers and Reports

List all relevant documents, which have been published during the project phase. Please send copies of any publications, papers and reports, which have not yet been filed accompanied by the progress reports to the GIZ.

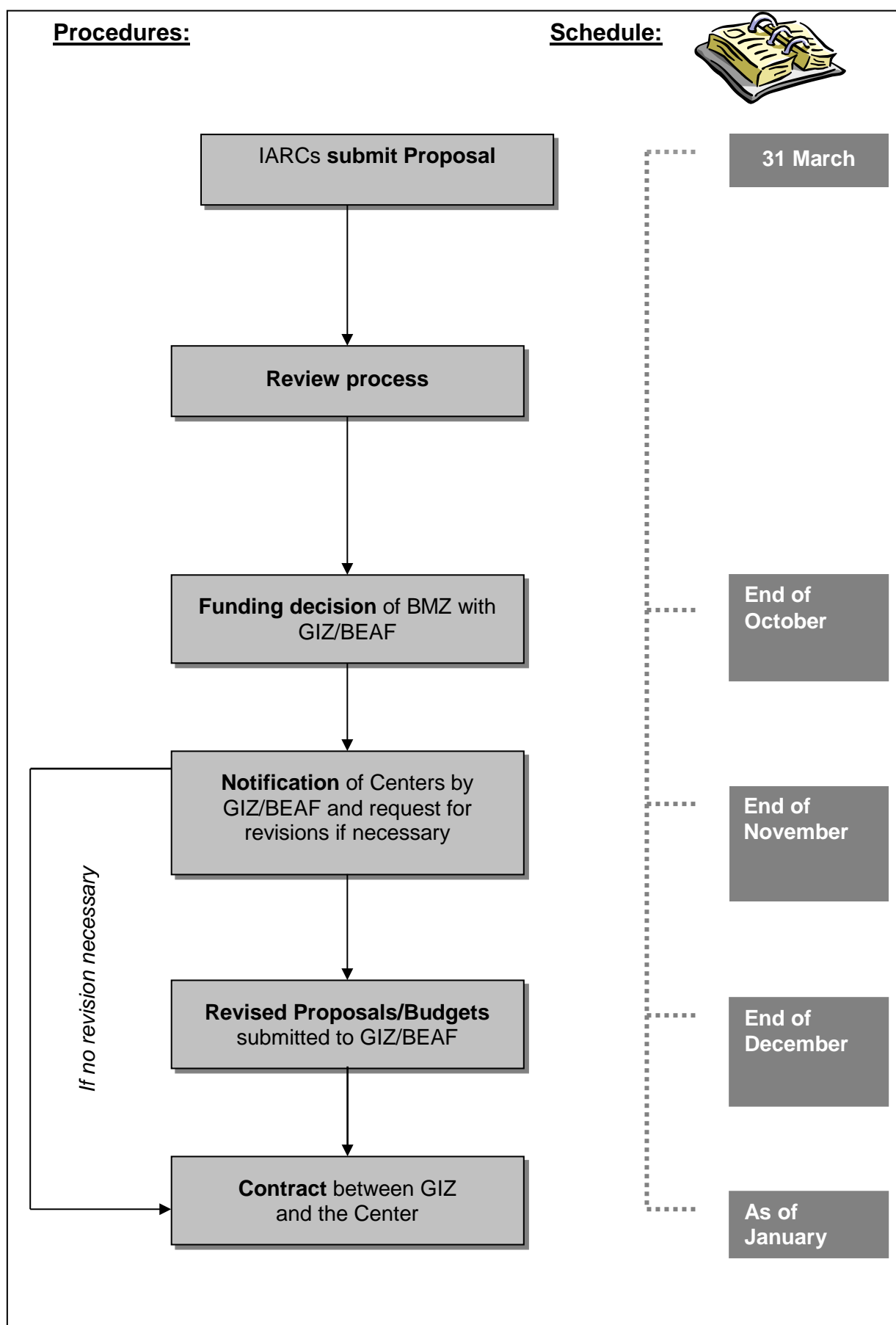
Annex 4: Logical Framework Matrix

LOGICAL FRAMEWORK MATRIX				
PROJECT DESIGNATION: DATE:				
	Intervention Logic Narrative Summary	Objectively Verifiable Indicators	Sources or Means of Verification	Major Assumptions
IDO Contribution	<i>How is the project contributing to the achievement of the CRP's IDO/s?</i>	<i>What are the key indicators related to the IDO/s achievement of the project? (How many beneficiaries reached, contributed change, e.g. income increased by 20%)</i>	<i>What are the sources of information or methods used to verify the achievements of the indicators?</i>	
Overall Objective	<i>What is the overall or broader objective to which the project will contribute? (i.e. what are the direct benefits for target groups/final beneficiaries, especially the poor)?</i>	<i>What are the key indicators related to the overall objective? (Indicators should, if possible, be specified in quantity, quality and time, i.e. how much, how good and by when)</i>	<i>What are the sources of information or methods used to verify the achievements of the indicators?</i>	
Project Purpose	<i>What specific objective is the action intended to achieve (i.e. what is the intended utilization of the research outputs by recipients/direct clients)?</i>	<i>What are the key indicators related to the project purpose? (Indicators should be specified in quantity, quality and time, i.e. how much, how good and by when)</i>	<i>What are the sources of information or methods used to verify the achievements of the indicators?</i>	<i>What are the important assumptions (factors outside project management's control) that may impact on the purpose to overall objective linkage/hypothesis?</i>
Outputs	<i>What are the research outputs (or tangible/intangible products) delivered by the project? (about five to seven outputs that should be enumerated)</i>	<i>What are the key indicators related to each individual output? (Indicators should be specified in quantity, quality and time, i.e. how much, how good and by when)</i>	<i>What are the sources of information or methods used to verify the achievements of the indicators?</i>	<i>What are the important assumptions (factors outside project management's control) that may impact on the output to purpose linkage/hypothesis?</i>
Activities	<i>What are the key (or major) activities to be carried out in order to produce the research outputs? (activities should be grouped according to research outputs and enumerated accordingly)</i>	<i>Major Milestones for key activities</i>	<i>What resources are required to carry-out the activities (brief summary of the budget/budget lines); What are the major sources of funding?</i>	<i>What are the important assumptions (factors outside project management's control) that may impact on the activity to output linkage/hypothesis?</i>

<p style="text-align: center;">LOGICAL FRAMEWORK MATRIX Example</p>				
<p style="text-align: center;">Fictional Case: "Integrated pest management practices for reducing pesticide use and enhancing food safety"</p>				
	Intervention Logic Narrative Summary	Objectively Verifiable Indicators	Sources or Means of Verification	Major Assumptions
IDO Contri- bution	Contribution to CRP IDOs „income“ and „consumption/nutrition“	Income indicator: "Income in 270,000 poor households increased by at least 30%, and with 40% of that income earned by women by 2017." Contribution: Income increase in 2.000 poor households by at least 30%, and with 40% of that income earned by women in 2018."	CRP Progress Report	
Overall Ob- jective	Reduction of pesticide use and enhance- ment of food safety	1. At least 80 % of PSSF have used 20 % less pesticides than previously by month 36 2. At least 70 % of the vegetable pro- duced by PSSF have 10 % less pesticide residues by month 36	Project field survey on pilot small-scale farms Laboratory analysis results	
Project Pur- pose	National Agricultural Extension Service (NAES) and Pilot-small-scale farmers (PSSF) apply the proposed integrated pest management (IPM) practices	1. NAES has incorporated the IPM rec- ommendation into its Extension Program by month 35 2. At least 50 PSSF (from which at least 50 % are female) have applied IPM prac- tices for vegetables production by month 35	Confirmation by NAES Project field survey on pilot small-scale farms	<i>Assumptions referring to Pur- pose to Goal level</i> No occurrence of extreme weather conditions that influence negatively vegetable production
Outputs	1. Farmers' knowledge system regarding pesticide (mis)use and health impacts is documented 2. Understanding of domestic market re- quirements and consumers attitudes toward food safety is enhanced 3. Gaps at policy level and entry points for improvements are identified 4. Empirically tested recommendations to improve adoption of integrated pest man- agement practices are available	Detailed report available by month 12 Detailed analysis available by month 12 Detailed analysis available by month 15 1. Draft IPM recommendation ready by month 24	Report Documentation of Analysis Documentation of Analysis Documentation of draft IPM recom- mendation	<i>Assumptions referring to Out- put to Purpose level</i> NAES and PSFF adhere to their commitment to continuous cooperate with the project

		<p>2. Draft IPM recommendation reflects women's role in vegetable production</p> <p>3. On-farm test of IPM recommendation by month 27</p> <p>4. Final IPM recommendation ready by month 30</p>	<p>Assessment by gender expert</p> <p>Documentation of test results and assessment</p> <p>Documentation of final IPM recommendation</p>	
Activities	<p>1.1 Review literature and other available data and interview experts on diffusion processes of various crop protection strategies</p> <p>1.2 Conduct a farmer participatory survey on crop protection practices, local knowledge systems, knowledge on pesticides, health problems occurring</p> <p>1.3 Present results of 1.1 and 1.2 and information on alternative crop protection methods identified under 4.1 to farmers</p> <p>1.4 Implement a farmer designed on-farm trial including farmer participatory monitoring and evaluation</p> <p>2.1 Conduct a consumer survey on pesticide residues on vegetables</p> <p>2.2 Evaluate severity of pesticide residues in vegetables</p> <p>3.1 Review relevant literature on conduct expert interviews on country specific regulations on pesticides and in order to identify possible gaps in the current state-level policy framework</p> <p>3.2 Initiate or press ahead with a meaningful dialogue with policymakers at state level and other stakeholders on supporting policies and agree on possible actions to be taken</p>	<p><u>Major Milestones for key activities:</u> e.g. review ready by month 5</p>	<p><u>Brief summary of resources required; major sources of funding:</u> e.g. 3 man-months (IARC); €3,500 (Project Budget);</p>	<p>Assumptions referring to Activity to Output level</p> <p>1. Farmers are interested and have capacities to participate in research</p> <p>2. Farmers are interested and have capacities to participate in on farm-tests</p> <p>3. Access to market information is available</p>
	<p>4.1 Identify actors in crop protection, characterize their roles and relationships, appraise approaches and tools in use and identify areas with potentials for improvement</p> <p>4.2 Develop recommendations on integrated pest management practices</p> <p>4.3 Test recommendations under small-scale farm conditions</p>			

Annex 5: Flow Chart for Review Process



Annex 6: Acronyms

BEAF	Beratungsgruppe Entwicklungsorientierte Agrarforschung (Advisory Service on Agricultural Research for Development, a GIZ service unit)
BMZ	Bundesministerium für wirtschaftliche Zusammenarbeit und Entwicklung (Federal Ministry for Economic Cooperation and Development)
CGIAR	Global Agricultural Research Partnership (former Consultative Group on International Agricultural Research)
CIM	Centrum für internationale Migration und Entwicklung
CBO	Community Based Organization
CSO	Civil Society Organization
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH
IARC	International Agricultural Research Center
NARS	National Agricultural Research System
NGO	Non-Governmental Organization

Annex 7: Contacts and addresses

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

Advisory Service on Agricultural Research for Development (BEAF)

Postbox 5180 65726 Eschborn – Germany

www.giz.de/agricultural-research

General questions:

Dr. Wolfgang Kasten (Senior Project Manager)

E-mail: wolfgang.kasten@giz.de

Tel.: +49 6196 79 2149 Fax: +49 6196 79 80 2149

Mr. Klaus Michel

E-mail: klaus.michel@giz.de

Tel.: +49 6196 79 1434 Fax: +49 6196 79 80 1434

Contractual questions and financial statements:

Ms. Iris Weyershäuser

E-mail: iris.weyershaeuser@giz.de

Tel.: +49 6196 79 3009 Fax: +49 6196 79 80 3009

Ms. Julia Kippert

E-mail: julia.kippert@giz.de

Tel.: +49 6196 79 1777 Fax: +49 6196 79 80 1777

Questions on proposals, progress and final reports:

Ms. Petra Geissinger

E-mail: petra.geissinger@giz.de

Tel.: +49 6196 79 3347 Fax: +49 6196 79 80 3347

Ms. Judith Jansen

E-mail: judith.jansen@giz.de

Tel.: +49 228 24934 231 Fax: +49 228 24934 215

Contacts to German partner institutes and general scientific questions:

Dr. Marlene Diekmann

E-mail: marlene.diekmann@giz.de

Tel.: +49 228 24934 212 Fax: +49 228 24934 215

Questions on partnerships and technology transfer:

Mr. Michel Bernhardt

E-mail: michel.bernhardt@giz.de

Tel.: +49 6196 79 3490 Fax: +49 6196 79 1115