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**Executive Secretariat GlobalHort**

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**PROJECT CONCEPT NOTE**

**A – PROJECT PROFILE**

1. Title		
2. Theme		
3. Country (or region)		
4. Lead Project Investigator and Affiliation		(Tel and Email)
5. Collaborating Project Investigators		(Tel and Email)
6. Project partners		
7. Funds requested from GlobalHort	_____USD (up to 250,000 USD p.a. for three years in total)	
8. Matching Funds (if any)	_____USD	

**Date:**

**B – PROJECT DESCRIPTION (length: max 6 pages)**

**1. Summary description**

Provide a short and clear description of the goal and specific objectives, expected results of the proposed project, and the process from which the concept note derives (meetings held, missions carried out).

**2. Themes**

Theme 1: *Nutrition and Human Health*. Focus should be paid on indigenous crop species, on local knowledge for preparing, cooking, preserving nutrients, and on innovations to improve good practices in production, marketing and consumption by the largest population.

Theme 2: *Protected Horticulture*. Demonstration is expected for adaptation to climate change, management of risks and natural resources (soil and water), and access to market with quality standards.

Theme 3: *Fruit Fly Management*. An integrated innovation platform is sought to coordinate research, development and training on the most invasive, damaging pests of fruits in the tropics.

Theme 4: *Linking farmers to markets* including post-harvest treatments of fruits and vegetables. Technical and organizational innovations are expected in the outputs of the project on this theme.

### **3. Eligibility**

Application is open to all stakeholders dealing with the horticultural sector, provided that among the project investigators (PI), the Lead Project Investigator (LPI) is:

- a member of a national or international research institution, a university, or a civil society organization (e.g., NGO, farmers' organization); and
- based in Africa, Asia, Latin America or the Caribbean.

The proposed activity should involve at least three stakeholders; one of which should be affiliated with NGOs, farmers' organizations, or small-medium enterprises sector.

Projects with the potential for further up-scale to include activities in several neighbouring countries are welcome.

PI may also identify a prospective research institution or organization in a developed country through which the project can be co-implemented to realize collaboration between continents or regions.

### **4. Harmonization and Effectiveness**

In order to maximize harmonization and effectiveness, we suggest that the concept note be:

- avoiding duplication of efforts,
- showing the significance of the project at local, national and regional levels,
- being in line with the existing local, national and international policies,
- describing the complementary activities or actions funded by other donors or carried out by other stakeholders.

Selection of the concept notes will base on relevancy and meaningful coordination amongst the stakeholders.

### **5. Problem analysis**

Reference should be made to lessons learned from previous or ongoing projects and programmes, and these lessons should be reflected in the proposal. Identify the main problems that the project targets to address and provide a brief cause/effect analysis based on the Problem Tree Approach (see the attached guidelines).

### **6. Stakeholders analysis**

Provide a table briefly identifying key stakeholders and target groups (e.g., gender and vulnerable groups), describing their primary interests/roles and key issues emerging from the analysis of their needs and capacities.

## **7. Objectives**

Clearly define the goal and specific objectives, and the associated activities to achieve the goal.

## **8. Procedures/methodologies and proposed activities**

Describe the proposed hierarchy of project objectives and expected results (using the structure of the Logical Framework). Demonstrate logical links between the problems identified and the specific objectives defined. Identify activities to be implemented under each specific objective.

Describe and justify the proposed methods of implementation (particularly the choice between centralised, decentralised or joint management). Indicate how these will build on existing structures and support capacity building issues, sustainable development and local ownership.

## **9. Management and monitoring**

Define the anticipated project management and coordination. Give a preliminary description as to how the project will be monitored and how/when/by whom the performance indicators will be developed, including those on the achievement of cross-cutting issues.

## **10. Work-plan and time schedule for the planning phase**

Provide a work plan and time schedule of activities, indicating the expected responsibilities and duration/timing for the next steps in planning the project. Identify particular constraints that could affect the preparation of the project as specified in the work plan and time schedule.

## **11. Resource and cost implications**

Provide a brief description of the likely type and scope of resources required to implement the proposed project including the planning phase with partners, other stakeholders and beneficiaries (i.e. services, supplies, works and operating costs). Preliminary cost estimates should be provided, including the likely budget allocation among partners as well as the contributions from different stakeholders.

## **12. References**

List all relevant documents (references and literatures) that have been cited.

## **C – TIME SCHEDULE**

Call for concept notes	24 <sup>th</sup> December 2008 – 27 <sup>th</sup> February 2009 (dead line)
Selection of concept notes	31 <sup>st</sup> March 2009
Writing of full proposals	1 <sup>st</sup> April 2009 – 29 <sup>th</sup> May 2009 (dead line)
Selection of proposals	20 <sup>th</sup> June 2009
Launch of projects	1 <sup>st</sup> September 2009