Food & Business Applied Research Fund (ARF)

Third Call for Proposals 2016

Valid for Round 2: deadline 6 December 2016

Ministry of Foreign Affairs of the Netherlands

Food & Business
Knowledge Platform

The Hague, April 2016

Contents

1   Introduction

1.1   Background

The Food & Business Applied Research Fund (ARF) is a subsidy scheme of the Dutch Ministry of Foreign Affairs. It is created to underpin the Ministry's food security policy by making more effective use of knowledge and encouraging innovation for development impact in the fifteen partner countries of Dutch development cooperation.[1] The ARF aligns also with the Dutch top sector policy on Agri&Food and Horticulture & Propagation Materials. The ARF is implemented by The Netherlands Organisation for Scientific Research (NWO), department WOTRO Science for Global Development.

This call for proposals invites consortia composed of private and public practitioners organisations and research organisations[2], from the Dutch development partner countries and from the Netherlands, to submit project proposals for applied research for innovation in the Dutch development partner countries. Proposals must be driven by local demands and align with the Multi-Annual Strategic Plans (MASPs) of the Dutch embassies in the fifteen partner countries. For two countries (Bangladesh and Kenya) the focus is further specified by the embassy. This call encourages the participation of Dutch and local for-profit companies to participate as partners in joint research proposals.

Policy background
Worldwide, over 795 million people currently go hungry every day, mainly in low and middle-income countries. 1,9 billion people suffer from hidden hunger in the form of nutrient deficiency caused by an unbalanced diet[3]. Achieving universal food security now and in the future is a crucial challenge for humanity, which is closely associated with poverty, climate change and worldwide depletion of natural capital. Food security therefore requires a multifaceted and inclusive policy, and an approach based on national and international cooperation between governments, the private sector, NGOs and knowledge institutions.

The Dutch contribution to global food security[4] consists of a cohesive strategy, aligned to the UN Sustainable Development Goals, the Zero Hunger Challenge and the relevant EU policy framework. It focuses on three main areas (see box 1), which form the foci of this call for proposals of the Applied Research Fund.

Addressing food and nutrition security requires investments, not only with capital but also in knowledge for smarter solutions. Therefore, the Dutch Ministry of Foreign Affairs has initiated the Food & Business Knowledge Platform[5]. In the Platform, networks of international and local stakeholders articulate knowledge demands, develop joint knowledge and share research results with a broad range of stakeholders. The Platform has been involved in designing the ARF.

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[1] Afghanistan, Bangladesh, Benin, Burundi, Ethiopia, Ghana, Indonesia, Kenya, Mali, Mozambique, Palestinian Territories, Rwanda, South Sudan, Uganda, Yemen.

[2] For definitions see section 3.1, box 4.

[3] FAO, State of Food Insecurity in the World, 2015

[4] Letter to parliament November 2014 Link

[5] See the website of the Food & Business Knowledge Platform: www.knowledge4food.net

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Box 1. The three areas of Dutch food security policy

1. *Eradicating existing hunger and malnutrition* ('people')
   Efforts center on vulnerable people – especially mothers and infants - who are experiencing hunger due to poverty, natural disasters, armed conflicts and other crises. Next to short term malnutrition interventions, permanent access to adequate sources of nutritious food must be strengthened.
2. *Promoting inclusive and sustainable growth in the agricultural sector* ('profit')
   Efforts focus on small and medium-sized farms and other agricultural enterprises that are potentially capable of responding to market demand. Developing the supply chain as a whole is an effective way to combat hunger and poverty and stimulate economic growth.
3. *Creating ecologically sustainable food systems* ('planet')
   Efforts concentrate on the sustainable management of environmental global public goods such as water, soil, energy and biodiversity. The effects of climate change on food systems and vice versa will be taken into account in all activities.

Applied Research Fund

ARF is a subsidy scheme that provides grants for applied research projects (see box 2) geared at developing new solutions for practical problems in the Dutch partner countries, which may also include a regional perspective. Within ARF, research that aims at providing proof of concept[6] is included. Research projects to be funded are demand driven by practitioner organisations, evolve in a process of co-creation with one or more research organisations, and align with the MASPs 2014-2017 of the relevant Dutch embassy[7].

Box 2. What is meant with applied research?

Applied research is a form of systematic inquiry involving the practical application of science. Applied research deals with solving practical problems and generally employs empirical methodologies. (*source: OECD*)

The ARF aligns with the innovation policy of the Dutch Ministry of Economic Affairs that has identified top sectors for which Dutch knowledge and business experience have a comparative, international added value. In the top sectors, Dutch science and business communities cooperate with the Dutch government to strengthen their international position and to contribute to innovation for addressing societal challenges. The top sectors Agri&Food and Horticulture & Propagation Materials have expressed the willingness to develop stronger relations with low and middle income countries as part of their internationalisation strategies and have endorsed ARF.

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[6] A **proof of concept** is the phase in which a technology, model or approach is tested in practical circumstances to demonstrate its feasibility. It is a phase in between the development or laboratory phase and the (commercial) investment phase.

[7] An overview of the MASPs of the fifteen partner countries can be found in section 6.3. Proposals should align with the analysis of food security in the country concerned, not necessarily with the specific activities of the Embassy.

1.2   Available budget

A maximum budget of 4 million euros is available for the third call for proposals (2016/2017) that covers the three areas of the Dutch Food Security Policy, as well as an additional focus on the business environment. In total fifteen projects may be funded, of which at least two in Bangladesh and two in Kenya. These four projects should relate to the specified focus of the embassies concerned.

Co-funding by private practitioner organisations (profit and non-profit) and local and international research organisations is aimed for. See section 3.2 for further information.

1.3   Validity of the call for proposals

Proposals can be submitted continuously during the course of this third call for proposals. This call closes at 6 December **2016.** Proposals received will be collected and assessed in two different rounds:

Call 2016/2017	Deadline for submission	Formal approval of the projects
First round	5 July 2016	October 2016
Second round	6 December 2016	April 2017

Whilst NWO-WOTRO aims to meet the target dates provided above, we reserve the right to change these at any stage.

If for the second round adjustments to the call are deemed necessary, NWO-WOTRO reserves the right to publish these on the Food & Business Research website. For the second round this concerns one adjustment: an additional option for calculating salary costs (see below). In case the total budget of 4 million euros and/or the number of projects allocated to the two countries is granted before the second submission deadline of 6 December 2016, the call (or parts of it) will be closed before that deadline.

2 Aim

2.1 Aim and objectives

The aim of the Applied Research Fund is to promote research supported innovations that contribute to the food security and related business needs in partner countries within the framework of the Multi-Annual Strategic Plans (MASPs) of the Dutch embassies.

Projects granted within ARF should contribute to improving sustainable access to sufficient and healthy food for the most vulnerable people, by showing the applicability of newly developed or adjusted knowledge, insights, technologies, tools, products or services or by analysing bottlenecks and identifying solutions at system level.

The objectives of the ARF are to contribute to development and innovation (see also 3.2). Rooting innovation (see box 3) in local and regional problems, socioeconomic conditions and capabilities, is a prerequisite for meaningful impact. The ARF will provide grants only for high-quality applied research projects that are practitioner driven and evolve in a process of co-creation with different knowledge partners (both practitioners and research organisations). Thus, projects should not only include research activities, but also integrate knowledge management activities that encourage active involvement of the different partners throughout the execution of the project as well as communication activities with broader stakeholder groups.

Box 3. What is meant by innovation and co-creation?

Innovation is the process of developing new value adding ways to meet existing, new or inarticulate needs. Innovation is accomplished through more effective products, processes, services, technologies, policies or ideas that are readily available to governments, markets and society.

Co-creation is a form of cooperation in research where different parties (stakeholders, target groups) in the knowledge (demand and supply) process are engaged in interaction and joint learning on the problem definition, formulation of possible solutions, design of the research, conducting the research, the assessment of the results, and the translation of these in new practices and products. The diversity of perspectives and of the type and level of knowledge is seen as an asset that can be addressed in a constructive way of mutual learning and design.

The new Trade and Development agenda of the Dutch government places a renewed emphasis on woman's rights, economic participation and female entrepreneurship. It underlines the need to include women in private sector development, as this is essential in achieving sustainable development. The 2012 report of the OECD showed that investments in gender equality yield the highest returns of all development investments. This means investing in gender equality is not only the preferred mode of action in an ethical sense, but also when it comes to development and economic effectiveness. The ARF expects projects to integrate a gender approach in their research and to pay special attention to gender mainstreaming. This entails recognising the different roles both women and men play and acknowledging the complementarity of both, in order to obtain gender equality.

2.2 Foci

ARF will fund projects contributing to at least one of the three foci which correspond with the three areas of the food security policy (See Box 1). Projects should also aim at system change, i.e. aim at improving the policy and business environment. Next to this, projects for Bangladesh and Kenya may also opt for a more specific focus for each country.

Governmental and institutional changes at national level are quite ambitious for research projects with limited time and budget, but project proposals should at least aim at influencing the local enabling environment of the particular project. The ARF needs to contribute to long term learning experiences and not only provide solutions to acute problems. For example, through local knowledge sharing and capacity building in the sphere of governance and institutions, through cooperation with local networks and by a communication strategy that enables uptake. Bottlenecks at the more systemic level often hamper scaling up and application or innovation potential. This call asks specifically to identify these bottlenecks and to reflect on possible solutions.

Focus one: Eradicating existing hunger and malnutrition
Everyone has a right to adequate, good-quality food so that they can lead healthy and active lives. However, hunger and malnourishment are still highly prevalent as a result of humanitarian crises, poverty and social marginalisation. Childhood malnutrition often has irreversible negative effects, including on the capacity for learning and productivity later in life. Such disadvantage is often a direct result of the poor maternal health at the stages of conception, pregnancy and birth, particularly of young mothers. In order to permanently eradicate this problem within a generation, it is important that interventions will combat malnutrition in the short term, especially in mothers and infants, next to addressing long-term solutions.

ARF research is expected to contribute to the improvement of the effectiveness of interventions to combat malnutrition in the short term, while relating to relevant contexts and measures for sustainable long term food and nutrition results.

Focus two: Promoting inclusive and sustainable growth in the agricultural sector
Investment in small-scale farming in emerging economies has proved to be an effective way to promote inclusive growth in and beyond the agricultural sector. More investment by local and international SMEs, knowledge transfer, capacity building and trade promotion in the agricultural sector are now needed to speed up this growth and make it sustainable. Developing the supply chain as a whole will generate employment, income and added value in rural areas. It is also essential to make the agricultural sector attractive to young people, including women. Strong farmers' associations and cooperatives can play a key role.

Of importance in this context, is access to means of production (land, good propagation and source materials), knowledge, financial services and markets for small and medium-sized farms and enterprises, especially those run by women.

A favourable enabling environment for local and international entrepreneurship needs institutional arrangements and policies for financing and legislation; regional and global trade promotion and facilitation; local and regional markets that bridge production and consumption; effective and efficient logistics; technological and educational infrastructure; increased efficiency throughout the agri-food chain.

The private sector is invited to contribute with smart solutions and inclusive business models that support this development.

Focus three: Creating ecologically sustainable food systems

Agriculture worldwide faces three interrelated trends with an agri-ecological impact: climate change, degradation of ecosystems with the loss of functional biodiversity, and depletion of freshwater sources. The agricultural sector plays a pivotal role in these processes, referred to as the nexus between food security and the complex of global public goods: soil-water-energy-climate-biodiversity.

All three trends are simultaneously addressed through measures to sustainably intensify food production through efficient, careful and climate-smart farming practices. Basic aim is the development of innovative approaches which encourage high output farming and value chains while taking adequate account of social and ecological dimensions. Local context, diversity and customisation will be the watchwords. Governments set parameters to protect public social, economic and ecological interests, while local farmers are responsible for choosing the most suitable agricultural practices and farming systems.

Specific focus on Bangladesh or Kenya

All projects are expected to align to the Multi-Annual Strategic Plans of the Dutch embassies. For two countries, Bangladesh and Kenya, a more specific alignment to the MASP has been developed by the respective embassy, as a pilot in this ARF call. Projects for these countries may opt for one of the foci mentioned above, or for the following specific focus.

Focus A. Bangladesh: food-climate-water-ecosystem nexus
Agriculture in South-West Bangladesh faces three interrelated trends with an agri-ecological impact: climate change, degradation of ecosystems with the loss of agro-biodiversity, and salinization due to depletion of freshwater sources. The coastal landscape is vulnerable for cyclones, floods, and the diversion of river water. With the depletion and salinization of the mangrove forest, protection against extreme events will be gone too. There is fierce competition between different, incompatible land-use types: sweet water rice cultivation and brackish water shrimp cultivation. If fact, it might be best to alternate these land-use types. Now the (sweet water) polders become the lowest lying areas because silt accumulates outside these polders instead of inside. This issue comes on top of high population pressure, and land reclamation and grabbing. The landscape needs to change towards sustainable and pro-poor market-oriented food production systems that service the market of two mega-cities (Dhaka and Kolkata).

The ARF is looking for research projects on this food-climate-water-ecosystem nexus. The studies should yield elements for a landscape approach towards sustainable, profitable food production as well as food consumption. Projects are encouraged to follow-up on earlier studies on tidal eco-system dynamics and their nutritional value. More needs to be known about the role of mangrove forest. Possibilities also exist in following-up on earlier studies that showed the particularly important role consumption of fish plays in overcoming climate events and mitigating the effects of climate change.

Focus B. Kenya: Farming as a Business
More professional farmers and consistent good quality produce for international and local value chains is expected to foster investments of agri-business and exporters in Kenya. A transition is therefore needed from poor subsistence farmers to emerging (semi)commercial farmers. This will contribute to a vibrant and resilient agricultural sector that has the capacity to use appropriate technology, increase

productivity and operate sustainably. Indirectly, the poorest are expected to profit through employment creation and improved supply of safe, nutritious and affordable food.

The ARF is looking for applied research projects on this topic of 'farming as a business' with the objective to strengthen agricultural entrepreneurship. Studies should target emerging farmers and the missing middle, thus leading to a productive and social agro-food sector. The focus should be on viable and sustainable mixed farming: a mix of rotation crops and animal husbandry that makes agronomic and marketing sense. Specific issues to be addressed are the skills for on-farm economic decision making, cash flow management, investment planning, adoption of appropriate technologies and the institutional and policy environment conducive of farming as a business. Due attention to gender and household decision making dynamics is expected.

Currently the embassy is supporting two projects in this field: Equity Group Foundation's Agricultural Growth Accelerator project and the Telephone Farmer project. Projects are especially invited to create synergy with these interventions and testing or replicating good practices from these projects through action research. Practical field experience opportunities for collaborating Dutch and Kenyan students will be an added value.

2.3   Target groups

Local practitioners (see Box 4) will form a consortium with researchers to submit proposals under the ARF. The research project should be instrumental in reaching the intermediate and ultimate target groups described below. Collaboration with relevant local networks beyond the consortium is expected.

The ultimate target group to reap the benefits of this programme consists of the most vulnerable segments of the population in developing countries, i.e. the poor, food insecure people and people suffering from malnutrition, especially women and children.

The intermediate target group consists of those individuals, organisations and networks that will be directly impacted by the outcomes of the programme. That is to say those that will adapt, adjust and apply newly generated knowledge and insights in order to wield new tools and technologies and apply new perspectives for action for pro-poor sustainable development. This intermediate target group will be found primarily among primary producers (farmers), consumers and the various for-profit entrepreneurs along the food chains. They can also be among individuals and organisations involved in governance and management (central and local government and NGOs active in the food and business sector) and institutions representing (professional) end-users (cooperatives, unions, farmers associations, chambers of commerce, business associations). Since women are actively involved in local food production, selling and feeding, they are also important in the intermediate target group.

3 Guidelines for applicants

3.1 Who can apply

A consortium applying for the ARF should consist of at least two partners that integrate different kinds of knowledge and execute a project as an effort of co-creation:

A. A private or public practitioner organisation registered in one of the fifteen partner countries of Dutch development cooperation acting as the main applicant;
B. A research organisation from a partner country or from the Netherlands, acting as co-applicant;
C. In case the organisation/company under A is not a local branch of a Dutch partner or the research organisation under B is not from the Netherlands, a third co-applicant from the Netherlands is required. This can be a private or public practitioner organisation or a research organisation.

Box 4. Definitions of organisations

A. *Practitioners' organisations* may include any type of organisation other than research or higher education organisations that represent a group of people actively engaged in contributing to food security, both
  1) private for-profit enterprises and related support organisations, as well as
  2) private non-profit organisations, such as non-governmental organisations, cooperatives, unions, civil society organisations, et cetera, and
  3) public organisations such as governmental departments of line ministries or local governments, extension services.
The practitioners organisation should be formally registered in the partner country.
B. *Research organisations* are institutions that: (cumulative conditions)
  - have as one of their main objectives to carry out independent research or provide higher education;
  - have no profit motive other than that for the purposes of further research or higher education;
  - whose researchers enjoy freedom of publication in the international academic literature.
A research organisation can also be categorised as
  1) private for profit,
  2) private non-profit or
  3) public.

In the execution of the project at least one researcher from a partner country must be involved, as a consortium member or in the project team. The involvement of additional partners, acting as co-applicant, is encouraged. Next to this, gender expertise and female participation is required in the consortium and/or the project team.

The consortium members will steer the process of demand articulation, translate demands into relevant research questions, formulate and submit the proposal, conduct the research, coordinate knowledge sharing and support communication of

project results to the Food & Business Knowledge Platform and its local networks. This collaboration is expected to start right from the inception phase of the project.

The main applicants' organisation will take responsibility for the project secretariat, the day-to-day management and all financial affairs of the project. The representative of the main applicant organisation should hold a senior position. The main applicant will act as project coordinator and point of contact with NWO-WOTRO, meaning he/she is responsible for the communication with NWO-WOTRO and the distribution of information within the team, as is stipulated in the NWO regulations.

3.2 What can be applied for

The project application must show how activities – jointly carried out by both practitioner and research organisations - will contribute to the two following objectives of the ARF (see section 2.1):

- Contributing to development: contributing to the enhancement of sustainable food security for the most vulnerable populations in partner countries. Alignment with the objectives of the MASP of the embassy of the relevant partner country(or countries), or of the more specific objectives concerning the two optional countries. How soon, by whom and with what benefit for whom will the new knowledge be used?

- Contributing to innovation: integrating practitioners' and scientific knowledge in joint research (co-creation) in order to generate new knowledge and insights that add value through new products, processes, services, technologies, policies or ideas that are readily available to governments, markets and society.

As innovation is basically a continuous and iterative process, a clear process design should be developed, including effective working procedures.

Geographical focus
Projects should concern challenges or opportunities of practitioners based in (one of the) fifteen Dutch development partner countries listed in section 6.3 and may include a regional focus.

A separate option is available to focus on a more specific alignment with Bangladesh or Kenya.

Budget
The maximum available budget per project within this call amounts to 50,000 euros for a duration of six months and 300,000 euros for a duration of 36 months. Per six months a maximum of 50,000 euros ARF subsidy can be applied for.

Co-funding
In case private practitioner organisations are involved in the project execution, private practitioners partners (for profit and non-profit) and/or local and international research organisations involved in the project execution must together contribute 20 per cent to the requested grant in cash or in kind. Financing by Dutch research organisations is encouraged but does not qualify as part of the 20 per cent co-funding. Additional co-funding by public practitioner partners is encouraged but not required. In case there is no private practitioner partner involved in the consortium, but only public partners, co-funding is not required.

Co-funders are expected to be partners in the co-design of the project and to utilise the research results. Such contributions have to be made clear in the research proposal as well as in the support letters. No conditions may be imposed on the co-funding. Nor may the co-funding be contingent upon reaching a certain stage in the research plan (e.g. go/no-go moment).

Please note that improper mixing of funding sources is not permitted: co-funding may in no instance originate directly or indirectly from NWO, KNAW or from any other research institute that is eligible to apply to NWO. Co-funding may neither originate from other Dutch governmental institutions.

In kind co-funding contributions may include materials, licenses, knowledge and/or personnel time. The amount of the in kind contribution of personnel costs should be guided by the organisations' norms and legal regulations for the country concerned. The hourly rate to be attributed to the project, including the 50 per cent allowance for the general costs, may be no more than 100 euros.

Not permitted as in-kind contributions are: discounts on commercial rates, and costs related to the exploitation of the research results. In addition, no conditions may be imposed on the co-funding, nor may the co-funding be contingent upon reaching a certain stage in the research plan (e.g. go/no-go moment).

Please note that cash contributions of 5,000 euros and more are channelled via NWO for reasons of transparency. Thereto, the cash co-funding organisation(s) will receive an invoice from NWO, according to the fitted payment scheme. For in-kind co-funding of more than 125,000 euros an audit report by the co-funder is required.

For further information on co-funding and the calculation of rates see section 6.2.

Reimbursable costs

All participating organisations can reimburse costs that are directly attributable to the project. The reimbursable costs of the for-profit practitioners organisations should not exceed 50 per cent of the grant budget. At least 50 per cent of the budget should be spent in the partner countries of Dutch development cooperation. For determining the amount of reimbursable costs per item, the legal regulations of the individuals' employing organisation is guiding. However, maximum limits are put for specific cost-items. The appropriateness, efficiency and 'value for money' of the budget will be assessed. The following reimbursable cost categories are distinguished:

- **Personnel and overhead**: Salaries for personnel, which should be guided by the organisations' norms and legal regulations for the country concerned. Salaries may be calculated in one of two following ways, the selection of which should apply to all personnel presented in the budget:
  I. On a full costs base, based on the tariff per hour and the expected amount of hours per category employee/function level. You must make a distinction in the composition of the hourly tariff (gross wage, social security, employer contributions) and any possible overhead costs which are attributed to this tariff. You also need to specify the overhead costs and inform us about the connection with the activity which will be subsided.
  II. Monthly salaries based on the full-time month rates for the support staff, junior staff and senior staff employed. In case option II is used overhead costs are allowed (for the employing organisation(s)), including office space, basic facilities, administrative and technical assistance, consumables and

depreciation costs, with a total up to a maximum of 10% of the ARF grant budget.

NWO reserves the right to ask for the wage specification in their own organisation of the project employees.
- **Audit** costs: for a final external independent audit up to a maximum of 5,000 euros, so as to review and verify the correct application and justification of the ARF grant and the co-funding contributions.
- **Travel and accommodation**: Travel and accommodation expenses for consortium partners and of the expenses incurred in short trips (<3 months) of team members directly related to the project up to a maximum of 20% of the ARF grant budget. Travel expenses for consortium partners are excluded from the other categories and covered only via this category.
- **Research costs**: durables (buildings excluded), consumables, assistance. E.g. research equipment, materials, laboratory (materials), fieldwork, research trips (longer than 3 months), interviewers and their research related expenses;
- **Knowledge sharing costs**: activities organised by the consortium, such as workshops (including evaluation workshops), capacity building, meetings, local/regional dissemination of results aimed at involving stakeholders from outside the consortium up to a maximum of 15% of the ARF grant budget.

3.3   When can applications be submitted

Applications can be submitted continuously during 2016, until 6 December 2016. At respectively **5 July 2016** and **6 December 2016** all applications that have been received before the deadline (see section 4.1), will be checked for admissibility. Only admissible projects can enter the competition and only applications that rank as excellent or very good for all criteria are considered for funding (up to a total maximum of 4 million euros). The evaluation and selection procedure will take about four months. For an overview of the procedure, please see section 4.1

3.4   Preparing an application

Consortia applying for a grant are advised to write their applications for a broad audience: proposals should be clear and comprehensible to international practitioners (from the corporate sector, development practice and policy sectors) and other research experts from different disciplinary backgrounds. For details about the application form, please see sections 6.1 and 6.2. You are asked to consult these sections while completing the form.

3.5   Impact pathways, monitoring & evaluation

Awarded projects must contribute to enhanced food security for the most vulnerable people in at least one of the fifteen Dutch development partner countries and be relevant to the food security analysis of the Multi-Annual Strategic Plan 2014-2017 of the Dutch Embassy concerned, or to the more specific focus of the Embassy of Bangladesh and Kenya. Each project should explicate how the project works towards the realisation of the two objectives of the ARF by sketching an **impact pathway** (for examples of descriptions of output and outcomes with indicators of a IP see section 6.4). In this pathway, it is envisioned how the activities result in or

contribute to outcomes and impact, with **verifiable** indicators for the output and outcome levels.

For projects with a duration of more than one year, an **annual progress report** is required at the end of the first and second year of the project. This annual progress report can be accessed online through your ISAAC account.

The project will also be evaluated at the end of the projects' running time by self-assessment. This includes a **workshop** of the project team organised by the consortium and a discussion of the results with stakeholders from outside the project team. The **final report** will be based both on a reflection on the project's impact pathway and its indicators, and on the conclusions of the workshop. The progress and final reports will be used to inform the Programme Committee and the Food & Business Knowledge Platform. NWO-WOTRO reserves the right to externally review ARF projects.

3.6   Knowledge sharing with the Food & Business Knowledge Platform

Strengthening a learning culture in a broader group of stakeholders bringing about national and international knowledge flows is extremely important for enhancing development impact of the ARF at large. Therefore, the project participants must be prepared to participate in activities for the exchange of experiences (both challenges and best practices) and results with participants of other projects subsidised by the ARF. These activities will be organised in consultation with the Food & Business Knowledge Platform that is responsible for agenda-setting of ARF calls and for knowledge sharing of research results with relevant private and public networks and organisations.

3.7   Submitting an application

Consortia should use the correct and completed project application form and must fulfil all criteria with respect to format, length of text, language et cetera. Handwritten applications will not be taken into consideration. The application should be submitted in electronic form (PDF format), by using NWO's digital project- and application system ISAAC that is accessible via the NWO website: https://www.isaac.nwo.nl. For instructions please see section 6.1.

All applications will be screened for compliance with the formal criteria as described in section 4. Applicants are required to check the formal criteria through the list that is included in the application form. Applicants will receive written confirmation of receipt within two weeks after the deadline, stating whether the application has been accepted or refused.

3.8   Consortium Agreement and Intellectual Property Rights (IPR)

Applications must fulfil the conditions described in this call text. With regard to ownership of results, such as on Intellectual Property Rights, Confidentiality of Results, Open Access of publications and data, and Knowledge transfer to Developing Countries, the conditions as specified in the WOTRO Regulations[8] apply.

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[8] WOTRO Regulations.

Please note that the WOTRO Regulations describe that project partners together are required to conclude a Consortium Agreement. A consortium agreement has to be signed by all Project Partners and received and approved by WOTRO, as one of the conditions before the first payment can be made. The Consortium Agreement must take into account the WOTRO Regulations (and additional specific programme/call conditions), including a description on how, where relevant, LMICs will be able to benefit from the (patented) results under market conditions that safeguard local affordability including but not restricted to sublicenses for humanitarian purposes. A format for the consortium agreement is available on the [Food & Business Applied Research Fund website](#).

Furthermore, submitting a proposal implies that the consortium agrees with the use for free of the Results by the Kingdom of the Netherlands, should the occasion arise. The rights of Results can only be transferred by its owner to a third party on the condition that this stipulation is included. With regard to accountability of the projects, the General Provisions of the NWO Regulations 2015 on granting apply.[9]

3.9   Open Access

The WOTRO and NWO regulations prescribe that publications should be made accessible by **Open Access publication**. NWO requires researchers to publish in a completely Open Access journal (Golden Road) or to deposit the article – or a version of a published article - in a centrally managed, findable database of the university or professional discipline (Green Road). Publication in hybrid open access journals, which provide open access only for those individual articles for which an open access publishing fee is paid, is also possible. Costs for open access publishing can be covered by applying to the NWO Incentive Fund Open Access publications (up to 6,000 euros per project). For more information see the NWO [website](#).

Full open access is the operating principle of data management. Limited access applies where issues of privacy, public safety, intellectual property rights or commercial interests require this. Researchers must indicate how they will store their research data and how they will make it findable and suitable for re-use. They may list the costs of data management as part of the requested funding.

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[9] [NWO Regulations on granting](#).

4 Assessment procedure

4.1 Procedure

The call for proposals 2016 is open continuously until 6 December 2016. In two rounds applications received will be assessed, ranked and selected for funding according to the following time scheme.

4 April 2016	Opening Round 1 Application forms available via the NWO website
5 July 2016, 14:00 CET	**Start assessment procedure Round 1** Opening Round 2 Application forms available via the NWO website
August-September 2016	Assessment of applications Round 1 by the Pool of International Experts (PIE) and the Dutch Ministry of Foreign Affairs
September 2016	Receipt of PIE and MoFa assessments, opportunity for response by the applicants
September/October 2016	Assessment and selection by the PIE Committee
October 2016	Decision applications Round 1 by the Programme Committee/ notification of applicants
December 2016	Approval of required documents, i.a. budgets and consortium agreements for awarded projects Round 1/ formal letter of approval (award letter) after which the project must start within one month
6 December 2016, 14.00 CET	**Start assessment procedure Round 2** Call is closed
January-February 2017	Assessment of applications Round 2 by the PIE and the Dutch Ministry of Foreign Affairs
February/March 2017	Receipt of PIE and MoFa assessments, opportunity for response by the applicants
March 2017	Assessment and selection by PIE Committee
March/April 2017	Decision applications Round 2 by the Programme Committee/ notification of applicants
June 2017	Approval of required documents, i.a. budgets and consortium agreements for awarded projects Round 2/ formal letter of approval (award letter) after which the project must start within one month

Whilst NWO-WOTRO aims to meet the target dates provided above, we reserve the right to change these at any stage.

Assessment

Applications will first be assessed for formal criteria and when eligible, assessed for quality based on selection criteria by a Pool of International Experts (PIE) composed of researchers and experts from the corporate sector, development practice and policy. PIE members are appointed by the Programme Committee (see section 4.3). Alignment to the MASP is assessed by the Ministry of Foreign Affairs (MoFA). Applicants will be given the opportunity to respond to the PIE and MoFA assessments within five working days.

Based on the PIE and MoFA reports and the applicants responses to these, a Pool of International Experts Committee (PIEC), installed by the PC, will rank the proposals for quality. Only proposals that rank as excellent or very good for all the three main criteria are considered for funding. The Programme Committee will decide upon funding, based upon the ranking of the PIE Committee.

All main applicants will be informed in writing about the outcome of the selection procedure. A project awarded a grant is required to collaborate closely with NWO-WOTRO to finalise the official documents, within a maximum of two months after the PC decision. A project must then start within one month after the date of the award letter, which can be sent when the official documents are finalised.

The Programme Committee (PC) is in the position to deviate from the ranking advice of the PIE Committee for the reflection of policy priorities in the awarded proposals. The PC can prioritise differently than the PIE Committee to better cover the foci of this call for proposals, for regional spreading or to better represent different types of practitioners' organisations, if deemed necessary. The PC may also prioritise differently when projects offer far more or less 'value for money'.

Appeals procedure

If a consortium objects to a decision taken by the Programme Committee, it can lodge a complaint with the General Board of NWO through the NWO Appeals Committee. Any written appeal against a decision taken by the Programme Committee must be lodged within six weeks after the day on which the notice of this decision was sent.

4.2   Criteria

All applications will be assessed on formal eligibility criteria and subsequently for a fixed set of selection criteria that are in line with the aim and objectives of the ARF.

Formal criteria for eligibility
- Completed checklist of the formal criteria below;
- Timely application by using NWO's digital project- and application system ISAAC;
- Signed application form;
- Format, length of text, language;
- Composition of consortium;
- Budget conditions;
- Completed annexes:
  - CV's of consortium members;
  - Letters of support outlining the availability and commitment of consortium members, including the valorised co-funding commitment of private practitioner organisation(s) (signed by heads of the organisations/departments). The amounts in the letter of support must be the same as the amounts mentioned in the budget;

- A draft Consortium Agreement (filled in as far as possible);
- No additional annexes;
- Proposal should be focused on carrying out Applied Research.

Selection criteria

The following three selection criteria are defined, each of which carries equal weight in the ranking process and should meet the minimum quality standard. Only proposals that are excellent or very good for all the three main criteria can be considered for funding. Inherent to all criteria is the assessment in relation to the background and aim of this call. Insufficient connection to the call will result in lower ratings.

a) Contribution to development:
   - Extent to which the research questions are rooted in local practitioners' demands and will serve the needs of the ultimate target group of ARF;
   - Extent to which the research relates to and builds upon relevant local projects and initiatives;
   - Potential to contribute to one or more of the foci of ARF;
   - Potential to sustainably contribute to local capacity development.

b) Contribution to innovation:
   - Quality of the potential for co-creation (complementarities and level of integration of scientific knowledge and practitioners' knowledge, resulting in novel outcomes);
   - Adequacy and feasibility of the research methodology/approach and activities, in relation to research questions and objectives;
   - Potential for uptake/ application of results and quality of the communication strategy.

c) Project feasibility:
   - Track record of the consortium organisations;
   - Quality of impact pathway and indicators;
   - Adequacy of alignment to the relevant MASP;
   - Appropriateness and efficient use of requested budget.

4.3   Governance of the Programme

The Programme Committee, operating under a mandate from the WOTRO Board, consists of representatives of the Ministry of Foreign Affairs, NWO-WOTRO, the Economic Priority Areas Agri&Food and Horticulture & Propagation Materials, and the Steering Committee of the Food & Business Knowledge Platform. The composition of the Programme Committee is available on the [Food & Business Research website](#).

The Programme Committee is the decision making body of ARF and responsible for:
- Formulating subsequent ARF calls;
- Allocating research funding to project proposals, based on the advice of the PIE Committee;
- Securing alignment with the Steering Committee of the Food & Business Knowledge Platform on the definition of calls and informing them on progress and results of the ARF calls;
- Appointment of the PIE members and installation of the PIE Committee.

The Pool of International Experts (PIE) is composed of (international) researchers and experts from practice, policy and the corporate sector. PIE members review a

proposal. The Pool of International Experts Committee (PIEC) advices the PC on the granting of projects through assessment and ranking of the proposals, based on the PIE and MoFA reports and the applicants responses to these. The composition of both the PIE and the PIEC is published on the Food & Business Research website. However, the identity of the individual experts consulted for a specific project will not be disclosed publicly, nor to applicants.

The Steering Committee of the Food & Business Knowledge Platform is responsible for overall knowledge management of the Food & Business Knowledge Agenda. The Steering Committee, in close collaboration with NWO-WOTRO and the Platform Office, will stimulate the sharing of the knowledge generated within ARF with the Platform. Activities will be organised to encourage broad application of the knowledge generated and safeguard alignment of consecutive ARF calls with evolving knowledge needs.

NWO-WOTRO is responsible for the secretariat of the Programme Committee and for all (financial and other) administration with regard to ARF, including organising the assessment procedures and (in collaboration with the Food & Business Knowledge Platform) knowledge sharing and research uptake activities.

5   Other information

5.1   Contact

For questions about ARF and this call for proposals please contact:

NWO-WOTRO Science for Global Development
Food & Business research website
E-mail: arf@nwo.nl

- Day-to-day coordination:
  Ms Sonja Döpp, MSc, ARF Programme Officer
  arf@nwo.nl
  +31 70 349 43 63

- General information, forms and administration:
  Ms Ellen Rijkschroeff, Food & Business Research Staff Officer
  arf@nwo.nl
  +31 70 344 0974

- Programme development:
  Dr Cora Govers, Food & Business Research Programme Coordinator
  arf@nwo.nl
  +31 70 344 0673

Postal address:	**Visiting address:**
NWO-WOTRO	NWO-WOTRO
P.O. Box 93120	Laan van Nieuw Oost Indië 300
2509 AC The Hague	2593 CE The Hague
The Netherlands	The Netherlands

5.2 Technical questions about ISAAC

For technical questions about the use of ISAAC please contact the ISAAC helpdesk. Please read the manual (which can be found on https://www.isaac.nwo.nl/) before you ask the helpdesk for advice.

Availability ISAAC helpdesk: Monday to Friday from 10:00 to 17:00 hours CET, telephone +31 (0)20-3467179. You can also send your question by e-mail to isaac.helpdesk@nwo.nl. The helpdesk will respond by e-mail within two working days.

6 Annexes

6.1 General instructions for applicants

The application form must be completed in English. For some items on the form, a maximum number of words is stated. Do not exceed this number and fill in the word count. Your application may be disqualified if the maximum number of words stated is exceeded.

Applications should be submitted in electronic form (PDF format), by using NWO's digital project- and application system ISAAC that is accessible via https://www.isaac.nwo.nl/. Specific guidelines for the electronic submission can be found on https://www.isaac.nwo.nl/en/help.

6.2 Specific instructions for applicants

Explanatory notes to each question on the application form are provided below (the numbers refer to the questions on the application form).

Registration

1. **Title**

   The project title must state the country or countries where the research will be carried out.

2. **Project**

   Please indicate the following project details:

   2a Focus

   Specify the focus/foci or the specific country focus of the project proposal as outlined in section 2.2. This includes indicating whether you submit to one of the general foci, or to the specific focus Bangladesh or Kenya.

   2b Duration

   Specify the duration of the project expressed in months. Explain why this period is necessary for the execution of your research. This section should not exceed a maximum of 100 words. Please specify the number of words used.

   2c Partner country(-ies)

   Specify the partner country(-ies) where the research will be carried out. For eligible partner countries see section 6.3.

   2d Main field(s) of research

   For all applications it is compulsory to fill out one or more research fields that correspond to the subject of your research proposal. You can only refer to the descriptions and codes from the NWO research field list. Please find the list via: http://www.nwo.nl/researchfields. Please select the research field(s) relevant to your research. For example 51.90.00 - development studies and/or 22.80.00 - biotechnology.

3. **Composition of the project team**

   3a Consortium

   Provide the details of the consortium members, i.e. those organisations and persons that *carry the responsibility of the project*.

   For *Type of organisation* indicate if the participating organisation classifies as a Practitioners organisation (A) or a Research organisation (B), and whether it is a private for profit (1), private non-profit (2) or public (3)

institution. For instance a company is categorised as A1 and a public funded university as B3. Please note that gender expertise and at least one female is required as consortium partner and/or project staff member.

3b Project staff

Provide a list of the project staff members, i.e. *personnel to be engaged for carrying out the project*. Provide the name of the staff member and the name and type of the organisation employing the staff member. Furthermore, indicate time involvement by specifying the number of fulltime working months and full time equivalents (FTE) over the full project period. Indicate the staff member's role in the project (e.g. researcher, supervisor, local coordinator, advisor etc). Add gender expertise, if applicable.

4. Project approach and track record

4a Consortium: roles and added value

Please describe the role and added value of each of the consortium partners in terms of experience, skills, know-how and expertise.

4b Approach for the process of co-creation

Please describe how the diversity of expertise of the different types of partners will lead to successful co-creation (i.e. help produce relevant results and to achieve sustainability) and how this process will be managed. If applicable, describe the consortium partners' past experience with joint research activities. This section should not exceed a maximum of 500 words. Please specify the number of words used.

4c References

Provide a list of a maximum of five key publications of each consortium member (from the person concerned or for the practitioners also from their organisation). You may refer to reports, policy or company briefs, websites, scientific manuscripts etc. Please provide the following details in full: authors, year and title. References to persons such as recommendation letters are not accepted.

Research proposal

5. Summary of the project proposal

Provide a summary of your proposal. The summary should describe briefly, in no more than 150 words, the practitioners' knowledge question and the problem addressed, contribution to the two objectives of the ARF (see section 2.1), co-creation approach and envisaged application in practice. Please specify the number of words used.

6. Description of the project

This narrative outline of the project should include the following aspects:

6a Background and rationale

Provide a brief analysis and contextualisation of the problem and opportunity addressed. Specify how the project is rooted in local practitioners' demand. Indicate project related baseline data that correspond with the outcome indicators of the impact pathway, as far as available. Include how a gender approach is addressed.

6b Objectives

Specify the project's objectives in terms of its contribution to the main aim and specific objectives of ARF (contribution to development /contribution to innovation), as well as its contribution to the selected focus/foci and how it

addresses the needs of the ultimate target group and relates to relevant local projects and initiatives.

This section should include an elaboration on how the project relates to the Multi Annual Strategic Plan (MASP) of the selected partner country(-ies). Outline why the project is relevant to the problem analysis set out in the MASP. For Bangladesh or Kenya, the research may also relate to the specific problem analyses of the embassies, and should then outline why the project is relevant for the specific focus.

6c Research questions, methods and activities

Specify the research questions and methods to be used. Make clear how the methods allow for a systematic inquiry involving the practical application of science. Indicate the activities to be carried out as part of the project. Indicate how you will incorporate a gender approach in your research.

6d Sustainability after the project

Motivate expectations with regard to sustainability of the expected outcome and pathways to a broader local/regional application after the project duration.

6e Timeline of the project

Please insert a table/overview which presents a summary of major activities with corresponding timelines for your total project (maximum 1 page A4)

The total project description should not exceed a maximum of 2,000 words. Please specify the number of words used.

7. **Capacity development and knowledge sharing activities**
   ### a. Capacity development approach

   Describe which activities will be incorporated in the project directed at improving the capabilities of individuals, networks and institutes to learn and innovate, based on sustainable partnerships and the ability to both generate and build on knowledge.

   ### b. Knowledge sharing with F&B Knowledge Platform

   Describe the knowledge sharing activities of the project experiences and results beyond the consortium, with the Food & Business Knowledge Platform and its wider networks, including local networks. Indicate which networks will be included in the knowledge sharing and how. Specify the ways in which the consortium will participate in activities for the exchange of experiences and results with participants of other projects, subsidized by ARF and/or the embassy.

8. **Impact pathway**

   Please complete the impact pathway diagram for the project (max. 1 page). Specify how the project attributes to one or more of the three foci of ARF. Research outputs and their immediate utilization by consortium members can be reckoned as falling under the direct span of control of the research project. Research outcomes relate to the up-take of these outputs by external stakeholders and the effects thereof. In order to be able to monitor and assess the effectiveness of the project, verifiable indicators should be presented for the output and outcome levels. We encourage you to make your indicators as SMART as possible: Specific, Measurable, Assignable, Realistic and Time-related. The following table *may* serve as a frame of reference and source of inspiration. Please note that appropriate outputs and outcomes (and indicators thereof) depend on the specific objectives of the project and the level or scale of intervention of the project.

Samples of research outputs, outcomes and indicators

Narrative description	Indicators
Research outputs	
- New insights in production technologies gained, applied, and shared in policies, NGO programmes and extension services	- Publications, data-sets, models, and patenting request of new productive techniques and technologies - Policy documents, programme descriptions, and extension material focusing on introducing new production techniques and technologies - Pilots/proof of concept - Workshops/trainings
- New knowledge and insights gained, applied, and shared concerning efficient and appropriate methods and technologies for harvesting, processing, storage, transport and packaging	- Publications, data-sets, models, and patenting request of new methods and technologies used along the food chain - Policy documents, programme descriptions, and extension material focusing on new food chain techniques and technologies - Pilots/proof of concept - Workshops/trainings
- Knowledge gained, applied, and shared on appropriate techniques for producing food products with a higher nutritional value	- Publications, data-sets, models, and patenting request of new knowledge and techniques for enhancing nutritional value - Policy documents, programme descriptions, and extension material focusing on new nutritional value enhancing techniques and technologies - Pilots/proof of concept - Workshops/trainings
- Insights gained, applied, and shared in national and regional trends in consumer needs and demands	- Publications, and data-sets on insights in consumer demands - Extension and communication material on consumer needs and demands in the agro-food sector - Workshops/trainings
- Detailed knowledge and insights gained, applied, and shared concerning the actual functioning of the local, national and regional markets and the bottlenecks involved	- Publications and data-sets of market analyses and trade restrictedness - Workshops/trainings
- Enhanced insights gained, applied, and shared in the potential for local, national and regional market integration and integrated chain approaches	- Publications calling for exploiting identified market opportunities and addressing identified market constraints - Policy briefs, lobby and advocacy materials, and other communication products and services focusing on improved market functioning and integrated chain approaches - Workshops/trainings
Research outcomes (external use)	
- Uptake of new agricultural production techniques and technologies by early adopters	- Emergence of new agricultural products marketed by private providers - Numbers (male : female) of early adopters of new agricultural production techniques
- Increase of farm-level production of early adopters	- Amount of food produced in metric tons for selected agricultural products
- Uptake of new food chain techniques and	- Emergence of new food chain products and services marketed by private

technologies by early adopters	providers - Numbers (male : female) of early adopters of new food chain techniques and technologies
- Increase of productivity of early adopters of new food chain techniques and technologies	- Figures of food losses in the various steps along selected food chains
- Uptake of new nutritional value enhancing techniques and technologies by early adopters in agricultural production and along the food chains	- Emergence of new nutritional value enhancing products and services marketed by private providers - Numbers (male : female) of early adopters of new nutritional value enhancing techniques and technologies in agricultural production and along the food chains
- Increase of production of food products with enhanced nutritional value at farm level and along the food chains	- Production figures at farm level and along the food chain
- New institutional arrangements, rules and regulations addressing market functioning and constraints	- White papers, proceedings of Parliaments, publication of new laws and rules and regulations by authorities at various levels
- Diversification of players, products and services (new private sector initiatives) along the food chains	- Figures and numbers on diversification of actors, products and services along selected food chains
- Increase of productivity and value added along the food chains	- Productivity and income figures of early-responding new private sector initiatives
- Uptake by early-responding private sector actors of new local, national and international food chain initiatives	- Emergence of new local, national and international food chains

Funds requested

Please consult section 3.2 of the call for proposals before completing this section.

9. **Budget estimates**
   9a Total budget
   Present the total project budget, which is the ARF grant + co-funding. Note that at least 50 per cent of the total budget should be spent in the partner countries of Dutch development cooperation.

   9b Funds requested from ARF
   Present the grant requested: minimum 50,000 euros and maximum 300,000 euros. Per six months a maximum of 50000 euros can be applied for.

   9c Amount and source of co-funding
   Sources, type and the amounts of co-funding should be presented here. In case private practitioners are involved in the project execution, a minimum of 20 per cent of the grant budget (as presented under b.) should be contributed to the grant as in kind and/or cash co-funding. The minimum amount of co-funding can be calculated as follows: requested grant from ARF/100*20.

   Note that the minimum of 20 per cent co-funding should be contributed by the *private practitioner partners and/or local and international research organisations of the consortium.* Contributions from Dutch research

organisations may be submitted but do not qualify as part of the required 20 per cent co-funding. In case there is no private practitioner partner involved in the consortium, but only public partners, co-funding is not required.

The co-funding to be provided by partners must be confirmed in a letter of support, written in English. This letter should contain information on i. the specific interest of the institution in the project ii. the role and contribution of the organisation to the project, and iii. the explicit confirmation of the pledged financial or capitalised material or personnel contribution (for personnel costs include an hour rate). The amounts presented in letters of support should correspond exactly to the amounts put forward in the budget. Letters of support should be addressed to the project leader, and not to NWO. After the research proposal has been approved, the partners will be asked for confirmation of the co-funding ('confirmation of commitment by third parties') and, in relevant cases, further arrangements must be set out in an agreement.

In-cash contributions:
In cash contributions of more than 5,000 euros are to be channeled via NWO for reasons of transparency. After a project has been approved, an invoice will be sent to users who have pledged a financial contribution. Once the funds have been received, they will be allocated to the project. NWO will invoice the in cash co-funding partner(s) in regular tranches (determined by NWO) after which the funds are allocated to the project coordinator. The in-cash co-funding becomes part of the total project budget, and no other conditions apply to this part of the budget other than what is mentioned in this call text.

In-kind contributions:
Personnel input and material contributions may be accepted as co-funding on the condition that they are capitalised and that they form an integral part of the project. This should be made clear in the description and planning/phasing of the research.

For the salary costs an hourly wage is assumed calculated on the basis of the annual salary for a full-time position according to the wages column for the income tax of the payroll, incremented by the statutory allowances and/or allowances owed on the basis of an individual or collective labour agreement for social security contributions, and for 1650 productive hours per year. Over and above this amount an allowance can be budgeted for other general costs, which at most may be 50 per cent of the costs stated above. The hourly rate arising from this to be attributed to the project, including the 50 per cent allowance for the general costs, may be no more than 100 euros.
Material resources pledged must be presented at cost; commercial rates will not be accepted. For pledges of equipment, take previous depreciation and intensity of use into account. Pledges in the form of supplies of services are possible only if the service can be itemised as an identifiable new endeavor. The service should not already be available at the research institute or institutes realising the research.
Please note that acceptance of in-kind co-funding is dependent on NWO's approval. If deemed necessary, further negotiations will take place to decide whether a specific value can be determined for the supply of services.

For in-kind co-funding of more than 125,000 euros an audit report by that co-funder is required (of the usual auditor, external is not required).

The following are not permitted as in-kind contributions:
- Costs related to overhead;
- Costs relating to the exploitation of the research results.

9d Budget specification

Please present estimates for the following budget lines, and fill in the:
- Personnel costs and overhead. Please specify the salaries per names of persons to be hired, the staff category (senior, junior, support), the number of FTE[10] a person will be working on the project, the salary per month for 1 FTE and the months someone will be working on the project. 1 FTE is considered to be 40 hours per week. For salary costs two options are available: full cost (option I.) or salary costs and overhead (option II.). Only one of these options can be used.
   - In case you choose **option I** for salary costs we ask you to clarify the full cost calculation as follows:
   Please exemplify the tariff per month per category employee/function level. The tariff should correspond with the usual salary of the employee. Please note you must make a distinction in the composition of the monthly tariff (gross wage, social security, employer contributions) and any possible overhead costs which are attributed to this tariff. You also need to specify the overhead costs and inform us about the connection with the activity which will be subsided.
   - In case you choose **option II** for salary costs please use the appropriate monthly wages. You may add overhead costs (maximized at 10% of the ARF grant).
- Audit costs (maximum 5,000 euros);
- Travel and accommodation expenses for consortium partners and of the expenses incurred in short trips (<3 months) of team members directly related to the project up (maximised at 20 per cent of the ARF grant). Travel expenses for consortium partners are excluded from the other categories and covered only via this category;
- Research costs: durables (buildings excluded), consumables, assistance. E.g. research equipment, materials, laboratory (materials), fieldwork, research trips (longer than 3 months), interviewers and their research related expenses;
- Knowledge sharing costs, for activities aimed at stakeholders beyond the consortium/staff (maximised at 15 per cent of the ARF grant).

Specify co-funding contributions per budget line, and distinguish between in-kind and cash contributions (see 9c).

9e Budget overview

Please provide an overview of the totals per budget line, according to the requested subsidy and the in kind and cash co-funding.

Signatures

The application must be signed by all members of the consortium, as presented in section 3a, signatures of project staff (3b) are not needed. Faxed, electronic or scanned signatures will be accepted.

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[10] FTE stands for Full Time Equivalent and is a unit that indicates workload. 1 FTE stands for someone who is a full time worker, which in this call stands for 40 hours per week.

Annexes

Please attach the following annexes:

- **CVs** (max. 1 page each) of the consortium members (not of the project staff) involved in the application;
- **Letters of support** outlining the availability and commitment of Consortium members, including the valorised co-funding commitment of practitioner organisation(s) (signed by heads of the organisations/departments) (max 2 pages each);

  The letters of support should be written in English and addressed to the project leader, and not NWO-WOTRO. Information on co-funding should be made explicit in terms of pledged financial or capitalised material or personnel contribution. The amounts presented in letters of support must correspond exactly to the amounts put forward in the budget. After the research proposal has been approved, NWO may ask the private partner for re-confirmation of the co-funding.
- **Draft Consortium Agreement.** The format for the Consortium Agreement can be found on the [ARF Website](#).

  After the funding is granted for the projects, NWO may advise on patent matters and will assist in finalising contractual arrangements between partners who are entitled to and wish to sign an option agreement or wish to acquire exclusive or non-exclusive commercial rights to IP.

No other annexes than mentioned above are allowed.

6.3   Multi-Annual Strategic Plans of the embassies

The Dutch Ministry of Foreign Affairs has indicated fifteen partner countries for Dutch international cooperation. A project must focus on a demand of a practitioners organisation that is locally established in (one of) these partner countries and aligns with the objectives of the Multi-Annual Strategic Plans (MASPs) of the Dutch embassies in these partner countries. The partner countries as well as the links to the MASPs are listed in the table below. After a proposal has been submitted, the WOTRO bureau will ask the Ministry of Foreign Affairs for an assessment of the required alignment of the proposal with the MASP of the partner country(-ies) concerned.

Partner countries	Link to MASPs	Website embassies
Afghanistan	[MASP](#) (EN)	http://afghanistan.nlembassy.org/
Bangladesh	[MASP](#) (EN)	http://bangladesh.nlembassy.org/
Benin	[MASP](#) (FA)	http://larepubliquedubenin.nlambassade.org/
Burundi	[MASP](#) (EN)	http://burundi.nlambassade.org/
Ethiopia	[MASP](#) (EN)	http://ethiopia.nlembassy.org/
Ghana	[MASP](#) (EN)	http://ghana.nlembassy.org/
Indonesia	[MASP](#) (NL)	http://indonesia.nlembassy.org/
Kenya	[MASP](#) (EN)	http://kenia.nlembassy.org/
Mali	[MASP](#)(FR)	http://lemali.nlambassade.org/
Mozambique	[MASP](#) (EN)	http://mozambique.nlembassy.org/
Palestinian Territories	[MASP](#) (EN)	http://pal.nlmission.org/

Rwanda	MASP (EN)	http://rwanda.nlembassy.org/
South Sudan	MASP (EN)	http://southsudan.nlembassy.org/
Uganda	MASP (EN)	http://uganda.nlembassy.org/
Yemen	MASP (EN)	http://yemen.nlembassy.org/

6.4　M&E matrix of the Applied Research Fund

Narrative description	Indicators
Research outcomes	
- Increased food production	- Amount of food produced in metric tons per year for selected agricultural products
	- Number of farmers (female : male) involved in food production
- Enhanced sustainability of food production	- Yields per ha produced for selected agricultural products
	- Amount of water/energy/pesticides used per ton of food produced
- Decreased food losses along the food chains	- Figures for food losses for selected national and regional food chains
- Increased access to nutritious food	- Number of households with access to a sufficiently diversified diet
- Increased purchasing power	- Number of people (female : male) that have increased their income
- Enhanced integration of local small-scale farmers and entrepreneurs in national and regional food chains	- Data on national and regional trade flows and volumes
- Stronger demand-orientation in local and national markets	- Introduction of new products and services
- Enabling national policy environment for private sector development	- National data on number of new enterprises, employment and FDI
- Policy attention and mechanisms for investments in physical and communication infrastructure	- National data on investment in infrastructure development
Research outputs	
- New insights and methods for the adoption and adaptation of new agricultural techniques and appropriate technologies	- Documentation (including policy briefs or extension material) of new productive techniques and technologies
- New knowledge and insights concerning efficient and appropriate methods and technologies for harvesting, processing, storage, transport and packaging	- Documentation (including policy briefs or extension material) of new methods and technologies used along the food chain
- Knowledge and appropriate techniques for producing food products with a higher nutritional value	- Documentation (including policy briefs or extension material) of new knowledge and techniques for enhancing nutritional value
- Insights in national and regional trends in consumer needs and demands	- Documentation of insights in consumer demands
- Detailed knowledge and insights concerning the actual functioning of the local, national and regional markets and the bottlenecks involved	- Documentation of market analyses and trade restrictedness
- Enhanced insights in the potential for local, national and regional market integration and integrated chain approaches	- Publications calling for exploiting identified market opportunities
- Insights into priorities and effective approaches to dispel of restrictive rules and regulations and to promote infrastructure development	- Publications and policy briefs calling for market reforms and policy adjustments
Activities	
- Assessing research proposals	- Number of proposals assessed
- Funding innovation-oriented applied research projects	- Number of projects funded
- Promoting public-private research partnerships	- Number of public-private partnership projects
	- Percentage co-funding private partners
- Knowledge exchange between projects	- Number of cross-border workshops and conferences

Netherlands Organisation
for Scientific Research

Visitor's address:
Laan van Nieuw Oost-Indië 300
2593 CE The Hague
The Netherlands

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Netherlands Organisation for Scientific Research