

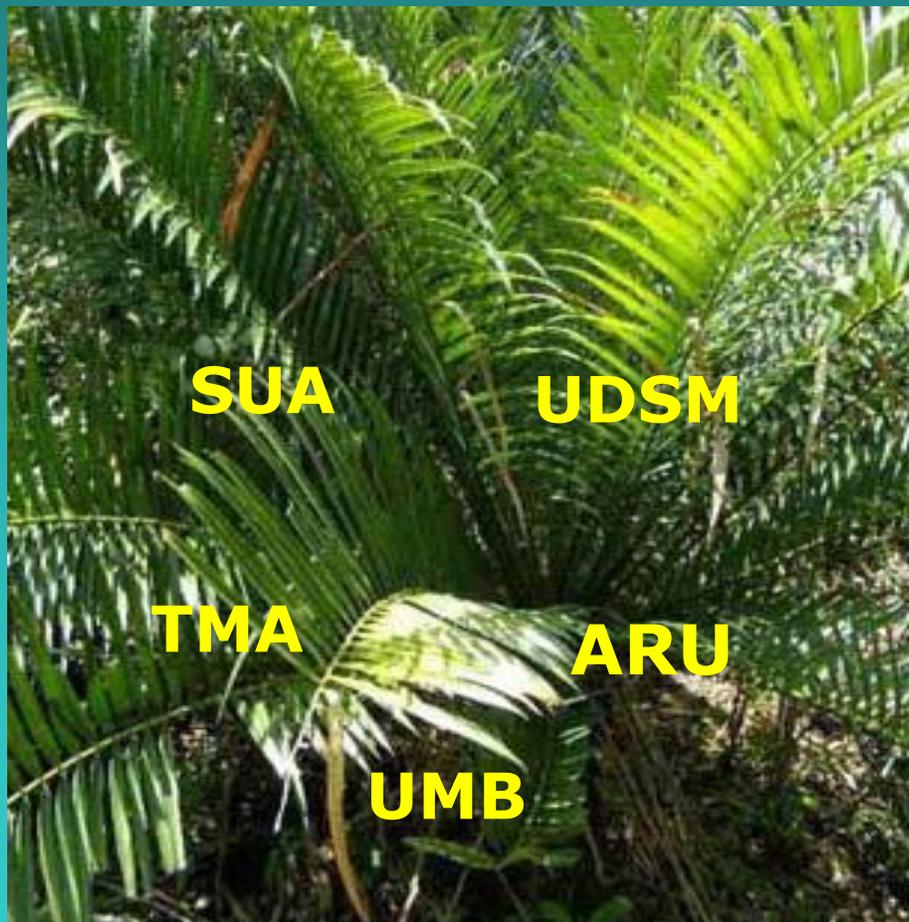


CCIAM

Climate Change Impacts,
Adaptation
and Mitigation Programme in



Guidelines for Developing Concept Notes, Research Proposals and Postgraduate Training



CONCEPT NOTES

CALL FOR CONCEPT NOTES ON RESEARCH PROPOSAL FOR CCIAM COLLABORATIVE RESEARCH PROJECTS

The CCIAM (Climate Change Impacts, Adaptation and Mitigation) Programme wishes to announce and call upon researchers from participating institutions to submit for research concept notes under the themes listed below.

The concept notes will then be subjected to a peer review process following which authors of selected concept notes will be invited to submit full research proposals as shall be guided by the Joint Steering Committee of the CCIAM programme.

1.0 BACKGROUND

The Royal Norwegian Government and the Government of the United Republic of Tanzania have signed an agreement to support the participation of Tanzania in the development and implementation of the programme to address challenges of climate change with the purpose of increasing Tanzania's participation in the mitigation of and adaptation of the effects of climate change.

Developing, optimizing and sustaining readiness and adequacy in capacity to address the challenges brought by climate change will require a number of interventions through raising awareness, training to build capacity at various levels, and conducting research and outreach activities.

The research component has the following specific objectives which are translated into thematic areas:

- 1) Development of appropriate climate change mitigation and adaptation strategies in forestry, other land uses, ecosystems and biodiversity management.
- 2) Assessment of climate change impacts and vulnerability on ecosystem services and livelihoods under REDD initiatives.
- 3) Policy and legal framework analysis of climate change adaptation and mitigation with emphasis on economic efficiency, ecological effectiveness and wider political legitimacy.

Focus Areas for each of the research themes above include:

Theme 1: Development of appropriate climate change mitigation and adaptation strategies in forestry, other land uses, ecosystems and biodiversity management

- Quantification of the potential for forestry based carbon off-sets and carbon trading
- Development of forest carbon assessment and monitoring system
- Determine effective and efficient payment system for REDD in Tanzania
- Determine appropriate approach to limit deforestation and forest degradation in Tanzania for its participation in REDD
- Modelling of impacts of climate change and management scenarios in forestry, land-use, ecosystem and biodiversity
- Assessment of Small Holder Forestry Potential for Climate Change Mitigation, Adaptation and Rural Development
- Financial analysis of Carbon sequestration and storage
- Development of strategic interventions for adaptation in forestry, and other land uses including human settlements.
- Assessment of innovative agricultural land use and farming systems for adaptation to and mitigation of climate change to support REDD initiatives.
- Development and testing of various range land management strategies for the purpose of reducing pressure on forest resources for adaptation and mitigation to climate change

Theme 2: Assessment of climate change impacts on and vulnerability of ecosystem services and livelihoods under REDD initiatives:

- Establishment of trends and projections of ecosystem services associated with climate stressors.
- Model effects of alternative management options on ecosystem services under changing climate.
- Development of methods to describe relationships between ecosystem services, climate stressors and management responses.
- Assessment of local climate change vulnerability of biodiversity and forest related livelihoods and adaptation options.
- Assessment of macroeconomic impacts of climate change in forest resource management and its implication for different ecological zones.
- Integrated analysis and synthesis of lessons learned from adaptation options and macroeconomic impacts.

Theme 3: Policy and legal framework analysis of climate change adaptation and mitigation with emphasis on economic efficiency, ecological effectiveness and wider political legitimacy

- Analysis of climate change related policies and legal framework in Tanzania.
- Analysis of land competition in the context of climate change adaptation and mitigation efforts and how the competing interests are balanced in Tanzanians present policies and policy implementations.
- Analysis of various REDD initiatives that are addressed through markets, private and public sector management, and civil society.
- Determine how institutional arrangements and governance affect various forest management regimes (CBFM, Plantations, Private forests, general land forests and forest reserve) in the context of climate change.
- To determine the feasible incentive structures, monitoring mechanisms, controls leakages and additionality to influence policy formulation and implementation for climate change adaptation and mitigation.

It is guided by the CCIAM programme document that 50% of the research projects to be funded shall address issues related to forests and ecosystem services. The remaining 50% shall be on crosscutting issues related to REDD initiatives, agriculture, and other land uses.

2.0 ELIGIBILITY

The call is open to researchers in collaborating institutions in Tanzania and in Norway. There are four collaborating institutions in Tanzania namely; Tanzania Meteorological Agency (TMA), Sokoine University of Agriculture (SUA), University of Dar es Salaam (UDSM) and Ardhi University (ARU). There also collaborating institutions in Norway that are coordinated through the University of Life Sciences (UMB). Concept notes for collaborative research projects should be demand driven and aim at enhancing research activities related to mitigation and adaptation of climate change impacts with a strong emphasis on REDD.

It is expected that prospective research projects may be conducted in areas where the REDD pilot projects areas will be undertaken. Some of such areas will be announced during the Inception Workshop of this programme to be conducted at Ardhi University in Dar es Salaam on the 19th February 2010. All potential authors of concept notes are encouraged to attend the inception workshop.

3.0 FORMAT FOR DEVELOPING CONCEPT NOTES

A concept note is a brief outline of a proposed research. The concept note should:

- Outline background, spell out research problem, objectives, methodology, location where the work is expected to be carried out and indicative budget;
- Identify the principal researcher and other researchers involved in the project, their qualifications, specific roles and their track records; and
- Not exceed 3 pages, excluding the attachments – with single spaced paragraphs and font size 12 Times New Roman in Microsoft Word.

If the concept note is accepted, one will be invited to prepare a full proposal. However, one may be asked to clarify certain issues before proceeding to the full proposal stage. In some cases, related concept notes may be advised to merge. The acceptance of the concept note will not guarantee that one's proposal will ultimately be accepted for funding. Concept notes addressing more than one of the above themes are encouraged. The organization of the concept note should be as outlined in Table 1.

Table 1. Organization and narrative summary of the concept note

1. Research Title 15 – 20 words maximum	The title should capture reader's attention on the essential theme(s) of the proposed research. – Show clearly what is being investigated. – Have a concise and focused title. – Be short, preferably not more than one line. – Avoid unnecessary punctuation (commas, colons, semi-colons). –Should not repeat keywords.
2. Selected Thematic Area	Select one of the three thematic areas and state the major research focus one intends to accomplish in the project
3. Research Problem	A short summary of the research problem. What does the investigator want to find out? What will be known after doing this research? What are the research questions? Use a clear and logical style in writing.
4. Background	A concise review of the main research work and current issues in the specific

	<p>subject area.</p> <p>What is already known about this specific subject?</p> <p>This is not a literature review; you do not need to do one for a concept note.</p>
5. Objectives	Should clearly state the overall and specific objectives as well as hypothesis.
6. Methodology	Outline clearly the methods and approaches of data collection and analysis.
7. Expected outputs and outcomes of the proposed project	Clearly outline the outputs and outcomes that the project is expected to generate
8. Location	Indicate clearly where the research will take place and justification for the choice of the site(s).
9. Researchers	<p>The principal researcher should be identified.</p> <p>The name(s) and full contact details collaborating researchers should be provided.</p> <p>State briefly the qualifications, research experience of all researchers and their roles in the project implementation.</p> <p>Multidisciplinary, multi-institutional collaboration is highly encouraged.</p> <p>Attach short CVs (maximum three pages each)</p>
10. Budget lines	Provide indicative budget with key cost centers
11. Project Timeframe	Show the duration of the project and the timeline for major activities

4. INDICATIVE RESEARCH PROJECT BUDGET AND PROJECTS' DURATION

The duration for prospective research projects under this programme will be three years. Since the programme is for five years, projects that perform well may be extended for another two years, whereas projects that will not perform well may be replaced by other research projects whose call will be made in the third year of the programme.

It is planned that the programme may be able to support up to 12 research projects distributed optimally among all the participating institutions.

The indicative budget for each project may rise from TZS 50m in the first year through TZS 70m in the second year and up to TZS 100m in the third year.

Prospective authors of concept notes who may have queries concerning the compliance stipulations, other requirements and technical details of this Call are invited to contact the Programme Coordinator for clarification. All queries should be submitted by email addressed to cciam@suanet.ac.tz, and cciam@gmail.com.

5. INVOLVEMENT OF POSTGRADUATE STUDENTS IN RESEARCH PROJECTS

In addition to this announcement and call for research concept notes, the CCIAM programme will in **April 2010** announce and invite applications for candidates with applicable qualifications to compete for award of Masters and PhD Scholarships. **A total of 25 Masters and 17 PhD Scholarships** will be made available for competition. Candidates granted such scholarships shall be required to conduct the research part of their studies within the approved CCIAM research projects based on the themes above.

To that effect, each research project will be allocated at least **two Masters students** and at least **one PhD student**. Each such postgraduate student will come into the project with additional funds provided separately by the programme. Such funds shall be paid directly to the projects absorbing the students. Research projects are not expected to budget for maintenance costs or university fees for such students. The students will be coming into projects to provide additional human resource for implementation of the respective approved research project activities.

6. SUBMISSION OF THE CONCEPT NOTE

Submission should be in a form of hard and electronic copy. The deadline for submission of both hard and electronic copy is **19th March 2010 at 15:30 East Africa time**. Concept note received after the deadline will not be included in the evaluation.

In electronic submission of concept notes as attachments to emails, ensure that the file name bears the surname of the Principal Investigator as a prefix to the file name that is: "Surname of principle investigator – CCIAM Call for Concept note 2010" (e.g. Kangalage – CCIAM call for Concept note 2010).

The hard copy should be submitted together with a covering letter from the Principal Investigator and routed through the respective Institutional Programme Coordinator (who should have a copy of the same to retain) to the Programme Coordinator (PC) through the following address:

Programme Coordinator
CCIAM Programme Office
Sokoine University of Agriculture
P.O. Box 3151
Chuo Kikuu
Morogoro

An electronic copy of the document should be emailed to cciam@suanet.ac.tz, and cciam@gmail.com.

The decisions taken as a result of the review process will be made known to the Principal Investigator of each Concept note by the **5th week** after the submission. Tentatively, by **23rd April 2010** at the latest.

GUIDELINES FOR EVALUATING CONCEPT NOTES

1.0 Overview

A concept note is a brief outline of a proposed research. The concept note should:

- Outline background, spell out research problem, objectives, methodology, location where the work is expected to be carried out and indicative budget;
- Identify the principal researcher and other researchers involved in the project, their qualifications, specific roles and their track records; and
- Not exceed 3 pages, excluding the attachments – with single spaced paragraphs and font size 12 Times New Roman in Microsoft Word.

If the concept note is accepted, one will be invited to prepare a full proposal. However, one may be asked to clarify certain issues before proceeding to the full proposal stage. In some cases, related concept notes may be advised to merge. The acceptance of the concept note will not guarantee that one's proposal will ultimately be accepted for funding.

1. 2. Organization and Format

The CCIAM Programme has three separate action research themes. Concept notes are invited from researchers from collaborating institutions intending to undertake action research on one of the thematic areas focusing on:

- Development of appropriate climate change mitigation and adaptation strategies in forestry, other land uses, ecosystems and biodiversity management
- Assessment of climate change impacts and vulnerability on ecosystem services and livelihoods under REDD initiatives
- Analysis of policies and legal frameworks on climate change adaptation and mitigation with emphasis on economic efficiency, ecological effectiveness and wider political legitimacy.

Concept notes addressing more than one of the above themes are encouraged. The organization of the concept note should be as outlined in Table 1.

Table 1. Organization and narrative summary of the concept note

<p>1. Research Title 15 – 20 words maximum</p>	<p>The title should capture reader's attention on the essential theme(s) of the proposed research.</p> <ul style="list-style-type: none"> - Show clearly what is being investigated. - Have a concise and focused title. - Be short, preferably not more than one line. - Avoid unnecessary punctuation (commas, colons, semi-colons). -Should not repeat keywords.
<p>2. Selected Thematic Area</p>	<p>Select one of the three thematic areas and state the major research focus one intends to accomplish in the project</p>
<p>3. Research Problem</p>	<p>A short summary of the research problem. What does the investigator want to find out? What will be known after doing this research? What are the research questions? Use a clear and logical style in writing.</p>
<p>4. Background</p>	<p>A concise review of the main research work and current issues in the specific subject area. What is already known about this specific subject? This is not a literature review; you do not need to do one for a concept note.</p>
<p>5. Objectives/Hypothesis</p>	<p>Should clearly state the overall and specific objectives as well as hypothesis.</p>
<p>6. Methodology</p>	<p>Outline clearly the methods and approaches of data collection and analysis.</p>
<p>7. Expected outputs and outcomes of the proposed project</p>	<p>Clearly outline the outputs and outcomes that the project is expected to generate</p>
<p>8. Location</p>	<p>Indicate clearly where the research will take place and justification for the choice of the site(s).</p>
<p>9. Researchers</p>	<p>The principal researcher should be identified. The name(s) and full contact details collaborating researchers should be provided.</p>

	<p>State briefly the qualifications, research experience of all researchers and their roles in the project implementation.</p> <p>Multidisciplinary, multi-institutional collaboration is highly encouraged.</p> <p>Attach short CVs (maximum three pages each)</p>
10. Budget lines	Provide indicative budget with key cost centers
11. Project Timeframe	Show the duration of the project and the timeline for major activities

1.3 Assessment

Concept notes that demonstrate relevance to the themes and adhere to the guidelines will be reviewed by three experts based on criteria described in Table 2.

Table 2: Criteria for Assessment of Research Concept Notes

No.	Parameters Being Evaluated	Descriptive Scale	Score Range	Actual Score
1	Title: Focused and relevant to the research theme(s)	<input type="checkbox"/> Very Relevant (4–5 points) <input type="checkbox"/> Slightly relevant (2–3 points) <input type="checkbox"/> Irrelevant (0–1 points)	0–5	
2	Background: Contain sufficient description of the state of knowledge and identification of gaps of the subject.	<input type="checkbox"/> Very good (10–15 points) <input type="checkbox"/> Good (2–9 points) <input type="checkbox"/> Poor (0 – 1 points)	0–15	
3	Research Problem: clearly stated and logically presented.	<input type="checkbox"/> Adequately stated (10–15 points) <input type="checkbox"/> Inadequately stated (4–9 points) <input type="checkbox"/> Poorly stated (0–3 points)	0–15	
4	Research objectives: clear and achievable.	<input type="checkbox"/> Clear and achievable (6–10 points) <input type="checkbox"/> Clear but not achievable(1–5 points) <input type="checkbox"/> Unclear (0–points)	0–10	
5	Methodology: Clearly indicate the methods and approaches of data collection and analysis	<input type="checkbox"/> Clear and adequate (10–15 points) <input type="checkbox"/> Clear but inadequate (4–9 points) <input type="checkbox"/> Unclear (0–3 points)	0–15	
6	Relevance to REDD initiatives: address adaptation to and/or	<input type="checkbox"/> Very Relevant (6–10 points) <input type="checkbox"/> Slightly relevant (1–5 points)	0–10	

	mitigation of climate change and policy implications	<input type="checkbox"/> Irrelevant (0 points)		
	Relevance to other Climate Change initiatives: address adaptation to and/or mitigation of climate change and policy implications	<input type="checkbox"/> Very Relevant (3–5 points) <input type="checkbox"/> Slightly relevant (1–2 points) <input type="checkbox"/> Irrelevant (0 points)	0–5	
7	Team composition: Multidisciplinary, multi-institutional with a gender mix	<input type="checkbox"/> Very good (3–5 points) <input type="checkbox"/> Good (1–2 points) <input type="checkbox"/> Poor (0 points)	0–5	
8	Relevance to women participation	<input type="checkbox"/> Addressing (3–5 points) <input type="checkbox"/> Minimally addressing (1–2 points) <input type="checkbox"/> Not addressing (0 points)	0–5	
9	Output/Outcomes: whether the research will lead to development of innovative technologies/models, catalytic to REDD initiatives, livelihood security and poverty reduction	<input type="checkbox"/> Satisfactory (10–15 points) <input type="checkbox"/> Slightly satisfactory (4–9 points) <input type="checkbox"/> Not satisfactory (0–3 points)	0–15	
	Total Score		100	

The reviewers will submit written reports to Programme Management Team (PMT) showing strengths and weaknesses of each submitted concept note with specific recommendations on whether the concept be rejected, accepted or revised.

The PMT will, after receiving reports, review and make recommendations accordingly to the Joint Steering Committee (JSC) for endorsement on whether a concept note be rejected or accepted. Should it be necessary some concept notes will be recommended for revision or merging with other related concept notes.

1.4 Submission

Reviewers should their written evaluation reports to:

Programme Coordinator
CCIAM Programme Office
Sokoine University of Agriculture
P.O. Box 3151
Chuo Kikuu
Morogoro

E-mail it to: cciam@suanet.ac.tz or cciam@gmail.com

RESEARCH PROPOSALS

GUIDELINES FOR PROPOSAL DEVELOPMENT, EVALUATION AND SELECTION CRITERIA FOR PROPOSALS FOR CCIAM COLLABORATIVE RESEARCH

1.0 BACKGROUND

The Royal Norwegian Government and the Government of the United Republic of Tanzania have signed an agreement to support the participation of Tanzania in the development and implementation of the programme to address challenges of climate change with the purpose of increasing Tanzania's participation in the mitigation of and adaptation of the effects of climate change.

Developing, optimizing and sustaining readiness and adequacy in capacity to address the challenges brought by climate change will require a number of interventions through raising awareness, training to build capacity at various levels, and conducting research and outreach activities.

The research component has the following specific objectives which are translated into thematic areas:

- 1) Development of appropriate climate change mitigation and adaptation strategies in forestry, other land uses, ecosystems and biodiversity management.
- 2) Assessment of climate change impacts and vulnerability on ecosystem services and livelihoods under REDD initiatives.
- 3) Policy and legal framework analysis of climate change adaptation and mitigation with emphasis on economic efficiency, ecological effectiveness and wider political legitimacy.

Focus Areas for Research include

1. Development of appropriate climate change mitigation and adaptation strategies in forestry, other land uses, ecosystems and biodiversity management

- Quantification of the potential for forestry based carbon off-sets and carbon trading
- Development of forest carbon assessment and monitoring system
- Determine effective and efficient payment system for REDD in Tanzania
- Determine appropriate approach to limit deforestation and forest degradation in Tanzania for its participation in REDD
- Modelling of impacts of climate change and management scenarios in forestry, land-use, ecosystem and biodiversity
- Assessment of Small Holder Forestry Potential for Climate Change Mitigation, Adaptation and Rural Development
- Financial analysis of Carbon sequestration and storage
- Development of strategic interventions for adaptation in forestry, and other land uses including human settlements.
- Assessment of innovative agricultural land use and farming systems for adaptation to and mitigation of climate change to support REDD initiatives.
- Development and testing of various range land management strategies for the purpose of reducing pressure on forest resources for adaptation and mitigation to climate change.

2. Assessment of climate change impacts on and vulnerability of ecosystem services and livelihoods under REDD initiatives:

- Establishment of trends and projections of ecosystem services associated with climate stressors.
- Model effects of alternative management options on ecosystem services under changing climate.

- Development of methods to describe relationships between ecosystem services, climate stressors and management responses.
 - Assessment of local climate change vulnerability of biodiversity and forest related livelihoods and adaptation options.
 - Assessment of macroeconomic impacts of climate change in forest resource management and its implication for different ecological zones.
 - Integrated analysis and synthesis of lessons learned from adaptation options and macroeconomic impacts.
- 3. Policy and legal framework analysis of climate change adaptation and mitigation with emphasis on economic efficiency, ecological effectiveness and wider political legitimacy**
- Analysis of climate change related policies and legal framework in Tanzania.
 - Analysis of land competition in the context of climate change adaptation and mitigation efforts and how the competing interests are balanced in Tanzanians present policies and policy implementations.
 - Analysis of various REDD initiatives that are addressed through markets, private and public sector management, and civil society.
 - Determine how institutional arrangements and governance affect various forest management regimes (CBFM, Plantations, Private forests, general land forests and forest reserve) in the context of climate change.
 - To determine the feasible incentive structures, monitoring mechanisms, controls leakages and additionality to influence policy formulation and implementation for climate change adaptation and mitigation.

Under each thematic area, several research focus areas to be addressed have been broadly identified. It is suggested from the CCIAM programme that 50% of the research projects to be funded shall address issues related to forests and ecosystem services. The remaining

50% shall be on crosscutting issues related to REDD initiatives, agriculture, and other land uses.

2.0 ELIGIBILITY

The call is open to researchers from the four collaborating institutions in Tanzania namely; Tanzania Meteorological Agency (TMA), Sokoine University of Agriculture (SUA), University of Dar es Salaam (UDSM) and Ardhi University (ARU) along with Norwegian Institutions. Proposals for collaborative research projects should be demand driven and aim at enhancing research activities related to mitigation and adaptation of climate change impacts with a strong emphasis on REDD. Topics on cross-cutting issues including gender are strongly encouraged.

3.0 GUIDELINES FOR PREPARING RESEARCH PROPOSALS

These guidelines are designed to help researchers to prepare full research proposals from approved concept notes. As stated in the preparation of concept notes, how well one plans the research project is critical to the success of the project. Adherence to these guidelines will increase the chances of the proposal to be accepted for funding.

Before considering the guidelines it is important to understand the “what, how and why” elements of a research proposal. That is what is to be addressed by the proposed research; how the object will be realised and contribution of the proposed research.

A research proposal is expected to provide a logical presentation of a research idea, illustrate the significance of the idea, show the idea's relationship to past research, and articulate the activities for the proposed research project. Furthermore, researchers are supposed to remember the fact that proposal is a stand-alone document. It is important

to remember that reviewers and interested parties will be assessing one's proposed research in their absence.

3.1. Organization and Format

The research proposal to be submitted must contain the following elements

1. Cover page:

The cover page should include the name of the lead institution hosting the applicant for the award and the name, title, mailing address, e-mail address, telephone, and fax numbers of researchers. Indicate who will be the principal investigator.

2. Project Abstract: (one page)

Must include the following:

- (a) Project title and names, titles, and affiliations of Researchers
- (b) 150 – 200 word abstract
- (c) 3 – 5 keywords describing the proposed research
- (d) Project Period/Duration

3. Proposal's Technical Narrative: (20 page maximum)

Must include the following:

- (a) Narrative summary of the project (not more than 120 words)
- (b) Introduction, Problem Statement and Justification
- (c) Research Objectives and hypothesis
- (d) Literature Review
- (e) Methodology describing the study location, methods and approaches for data collection
- (f) Expected outputs and outcomes, including how the project will contribute to the long-term mitigation of and adaptation to climate change.
- (g) Clear description of data processing, analysis and interpretation.
- (h) Potential relevance and application of the results; including policy implications
- (i) An outreach plan including, where appropriate, science-based tools disseminated, participants involved in delivery, and how impacts will be measured.
- (j) Expected risks and limitations of the proposed study.
- (k) Training plan.
- (l) Schedule of proposed activities

- (m) Capability Statement: Describing roles and responsibilities of key personnel and partner organizations.
- (n) Logical framework
- (o) Detailed Budget

4. Research collaborators

Provide information about researchers that will collaborate in the proposed research project. Give full names address, field of specialization and specific roles and responsibilities of each team member in the proposed project. Provide curriculum vitae for Principal Researcher (PR) and co-researchers (maximum three pages for each).

5. Budget and Cost Narrative and Additional Sources of Support (if any)

The research grant should cover cost items including labour charges, subsistence allowance, transport, materials and supplies, literature acquisition, organizing seminars or workshops, training of students, data collection and analysis

Standard rates for all budget items that are considered to be sufficient for carrying out research in Tanzania will be considered. Researchers are required to provide details on the number of days, number of researchers and rates used to calculate the costs.

The grants provided under CCIAM will include minimal capital expenditure excluding purchase of vehicles. Provide budget notes on each cost item.

6. INVOLVEMENT OF POSTGRADUATE STUDENTS IN RESEARCH PROJECTS

In addition to this announcement and call for research concept notes, the CCIAM programme will in April 2010 announce and invite applications for candidates with applicable qualifications to compete for award of Masters and PhD Scholarships. A total of 25 Masters and 17 PhD Scholarships will be made available for competition. Candidates granted such scholarships shall be required to conduct the research part of their studies within the approved CCIAM research projects based on the themes above.

To that effect, each research project will be allocated at least two Masters students and at least one PhD student. Each such postgraduate student will come into the project with additional funds provided separately by the programme. Such funds shall be paid directly to the projects absorbing the students. Research projects are not expected to budget for maintenance costs or university fees for such students. The students will be coming into projects to provide additional human resource for implementation of the respective approved research project activities.

7. How and Where to Submit

Full proposals must be submitted both electronically through e-mail and in paper format (7 copies) to:

Programme Coordinator
CCIAM Programme Office
Sokoine University of Agriculture
P.O. Box 3151
Chuo Kikuu
Morogoro

An electronic copy should be e-mailed to cciam@suanet.ac.tz and cciam@gmail.com.

A receipt of all applications will be acknowledged by e-mail. Deadline for submission of full proposal will be communicated later.

8. Screening and evaluation

Before a research proposal is sent for expert evaluation, it will be screened on whether the proposal has followed guidelines. Researchers may be asked to revise the proposal if the guidelines are not adhered to.

The three expert reviewers of the research proposals will use the rating instrument that will score an item up to the maximum marks indicated under each item. An average score

from the reviewers will be obtained for each proposal. In addition, the reviewers will provide written critical comments on the main components of the proposal.

The proposal can be accepted outright, accepted subject to minor or major revisions or rejected outright. Comments from the reviewers will be forwarded to applicants.

Each application meeting the minimum requirements will be evaluated using the following relevant criteria,

(i) Overview (15)

- The title of the research is adequate (2),
- The introduction/ background is rich enough to provide justification for the study (2),
- The research problem is clearly articulated (1),
- The research problem is relevant to CCIAM (1),
- The objectives of the research are clear (2),
- The hypotheses are testable (1)
- The literature review is appropriate/adequate to address the gaps (2)
- The quality of text and general presentation conform to the stated format (2)
- There are clear proposed feedback mechanisms to the target groups (2)

(ii) Understanding of Research Problem and Issues (20 points)

- Knowledge on CCIAM (4)
- Knowledge of CCIAM in the proposed Research Site(s) (4)
- Knowledge of local social, economic, and cultural constraints and opportunities in the research sites (4)
- Knowledge of strategies for promoting technological change in light of CCIAM (4)
- Creative and original concept (4)

(iii) Quality of Research Design (30 points)

- Appropriate sampling procedures and site selection including justification with respect to the programme (10)
- Appropriate data collection tools/procedures (5)
- Applicable data analysis techniques (5)
- Project feasibility (Potential for attaining project objectives and deliverables) (5)
- Strong and multidisciplinary team to address the research problem (5)

(iv) Participation and Equity Issues (10 points)

- Role for community level partners (5)
- Addressing women issues at all levels (5)
- (v) Potential Research and Development Impacts (20 points)**
- Fitting with CCIAM and vision and Goal (5)
- Potential of proposed research and capacity building activities to enhance climate change adaptation and mitigation (5)
- Potential for scaling up and out beyond the study site(s) (5)
- Potential of proposed research and capacity building to impact on sustainable development (5)
- Mechanisms for disseminating results (5)

The External Evaluation Panel (EEP) reviewing these applications may recommend some modification to the selected or high-ranking proposals.

8.2 Other criteria to be considered during the evaluation

Proposals submitted to the CCIAM Steering Committee shall be evaluated according to the criteria listed above. However, complementary or specific eligibility or evaluation criteria for each category of support will be considered during the evaluation process as narrated below:

1. Scientific quality: originality, innovativeness, feasibility. In the case of proposals involving the development of software platforms and the recruitment of software developers, the capability of the teams to supervise this activity will be a key point in the evaluation.
2. Fostering strong linkages that demonstrate:
 - i. Interactions between disciplines and in particular between social and biotechnical sciences
 - ii. That the research is focused on the thematic area exploiting the excellence of expertise from partner institutions
 - iii. How research team will work with at least one of the partner institutions
3. Contribution to international climate debate
4. Relevance to socio-economic and sustainable development issues.

Recommendation for funding

The Programme Management Team will recommend the winning proposals to CCIAM Joint Steering Committee for funding approval. The principal investigators will be notified of the fate of their proposals. Furthermore, the principal investigators will receive a summary of the reviewers' comments.

Dissemination of Research Results

Dissemination is a vital part of the overall research exercise. Among others, the PMT will organize annual research workshops and seminars where researchers will present their preliminary and final research findings and receive critical feedback from other researchers. In addition, papers and poster presentations from other researchers outside the CCIAM programme will be invited. Researchers are also encouraged to disseminate the results of their research through other means including popular media.

Research Clearance

Researchers will arrange their own research clearance according to the established procedures of their institution.

Research Ethics

Beneficiaries of CCIAM grants will be expected to adhere to professional ethics. No information should be obtained by force or fraud. Whilst researchers are expected to cooperate with local political and administrative authorities in the course of their research, it would be counterproductive to make use of these authorities to force respondents to cooperate with the researchers.

Evidence of systematic plagiarism (unacknowledged quotations from other research) or double funding of the same research project will lead to the immediate cancellation of funding.

POSTGRADUATE TRAINING

GUIDELINES FOR MASTERS AND PhD SCHOLARSHIPS UNDER THE CCIAM PROGRAMME

BACKGROUND

Overview

The CCIAM programme includes a training component with both short courses and postgraduate programmes leading to MSc/MA and PhD awards. The MSc/MA and PhD programmes will attract 50% of the students from the collaborating institutions. Applications from related Ministries and Agencies will be encouraged. There will be one call for 17 PhD students in 2010 and two calls for 25 MSc students each year (2010 and 2011).

Research Areas

Applications should address the three research themes of the programme, namely:

- 1) Development of appropriate climate change mitigation and adaptation strategies in forestry, other land uses, ecosystems and biodiversity management.
- 2) Assessment of climate change impacts and vulnerability on ecosystem services and livelihoods under REDD initiatives.
- 3) Policy and legal framework analysis of climate change adaptation and mitigation with emphasis on economic efficiency, ecological effectiveness and wider political legitimacy.

Students shall be selected by the PMT in consultation with the research project leaders. Thus, research topics for Masters and PhD degrees have to be aligned with CCIAM research projects.

ELIGIBILITY

The scholarships will be awarded according to the number of training positions within approved research projects. The number of students required by each research project will be indicated in the advertisement.

Applicants should come from the collaborating institutions as well as government ministries and agencies. At least half of the opportunities will be available to staff from the participating institutions (SUA, UDSM, ARU and TMA) as part of capacity building. In addition, applicants must meet admission requirements in one of the collaborating training institutions. Female applicants are highly encouraged. Applicants must indicate thematic areas of their preference.

MODE OF ADVERTISEMENT

Both calls for applications and announcements for successful candidates shall be advertised in websites of participating institutions and in mass media.

DEADLINE FOR APPLICATION

Deadlines will be set in a manner that will allow a fair amount of time for potential beneficiaries to submit their applications. All applications should be submitted within the time frame as indicated in the advertisement of the call and submitted to:

Programme Director (attention of the Programme Coordinator)
Directorate of Research and Postgraduate Studies
Sokoine University of Agriculture
P.O. Box 3151
Chuo Kikuu
Morogoro

An electronic copy should be e-mailed to drpgs@suanet.ac.tz and cciam@suanet.ac.tz

