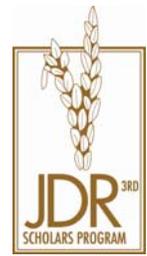




Application Instructions



Action Research for Policy Reforms to Enable Improved Community Co-Management of Wetlands in Bangladesh

Applicants should form a multi-disciplinary team of three Principal Researchers and jointly submit a proposal by **13 February 2015** via e-mail to crelgrants@winrock.org. Proposals must be written in English and follow the below format. Late or incomplete applications will not be accepted.

The JDR 3rd Scholars Program reserves the right to fund any or none of the applications submitted. One grant award will be made in March 2015. These guidelines and application forms can be found at www.winrock.org/JDR.

Questions?

If you have questions about the application process, please call Shahzia Mohsin Khan at +88029858401, +88029858079, +88029858409 - Ext.211; or, e-mail to skhan@winrock.org;

Team Composition – Principal Researchers

Teams must be composed of three Principal Researchers (PRs) who are under age 45, and are citizens of and reside in Bangladesh. Teams are especially encouraged to include women researchers. Each PR must be affiliated with a research institution legally registered in Bangladesh and must have at least a Master degree in a relevant field. Teams are requested to include PRs from both the social sciences (e.g. environmental science, development studies, rural sociology, anthropology, agricultural economics, public administration, political economy/science) and natural sciences (e.g. wetland management, natural resource management, aquatic ecology).

Each PR must be proficient in English and must be able to commit to working on this project at least 50% time from March 2015 - April 2016. Each PR's institution must be a recognized legal entity in good standing that is capable of entering into contractual arrangements and assuming legal obligations.

Principal researchers may include academic researchers at the Associate/Assistant Professor/Lecturer and equivalent. Grant recipients of the 2014-15 JDR 3RD program are not eligible to apply.

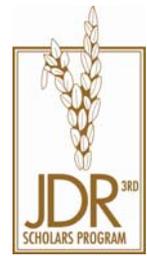
One PR must be designated as the Lead Principal Researcher for the project. The Lead Principal Researcher will assume the main responsibility for technical and administrative coordination.

Team Composition – Research Assistants

Each PR is encouraged to include graduate students or other junior staff as research assistants (RAs). **Funding for RAs is limited; as a result, each RA position should be carefully explained and justified in the proposal.**



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Team Composition – Short-Term Specialists

Teams may include additional temporary or part-time specialists as appropriate, for example: senior researchers or consultants with specialized expertise; or community members. **Funding for Short-Term Specialists is limited; as a result, any temporary or part-time staff positions should be carefully explained and justified in the proposal.**

Research Budget

Budget requests should be based on estimates of actual expenses using the template in Attachment E. **Excessive or inflated estimates will reduce the likelihood of your proposal being chosen to receive the one-year grant.** In particular, costs of labor, including PR salaries, are expected to reflect appropriate local rates.

Please note the following instructions when filling out the budget template:

- Fill out the budget template in U.S. dollars.
- In the “**JDR 3rd Amount**” column, please enter the amount you are requesting from the three-year JDR 3rd grant.
- In the “**Match**” column, please enter the amount of match funding contributed by PRs’ institutions, or the amount of any additional funding that the JDR 3rd grant would leverage from any other donor, if any.
- In the “**In-Kind**” column, please provide estimates of the value of any services or equipment (for example, office space, administrative support, use of videoconference facilities, etc.) which will be provided by the PRs’ institutions to this project.
- Please enter the formulae necessary to ensure that the total lines add properly.

The JDR 3rd Scholars Program will not fund equipment that is not explicitly required to complete the work outlined in this RFP; personnel or administrative expenses that are not directly related to the project; activities that create profit for the organization or constitute income-generating activities; or activities that are already funded by another donor.

Proposal Evaluation Criteria

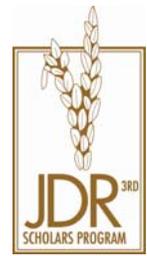
Proposals will be evaluated by an independent review committee using the following criteria:

- **Involvement of key decision makers¹:** Proposal presents a plan for involving key decision makers, including stakeholders from government, communities, international donors and/or private businesses. To the extent possible, proposal describes target decision makers and their level of influence on wetland policies.
- **Collaboration methods:** Proposal explains what steps will be taken to ensure frequent communications and substantive collaboration among the PRs, including how often PRs will meet in person; how Research Assistants and Short-Term Specialists will be involved in the project; how PRs will ensure collaboration across disciplines.

¹ Key decision makers are people who are in a position to co-analyze results and adjust policies, practices and/or legal frameworks according to the findings. They may be affiliated with a community, government, donor, or business with a stake in wetland management and administration.



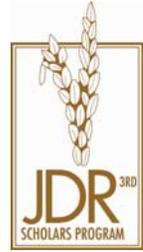
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- **Research questions** are clearly stated and testable, and can be studied in sufficient depth during the one-year project.
- **Methodology:** Research methodology is clearly specified and methods for data collection and analysis are adequate to meet the objectives and provide results that will be directly useful to key decision makers.
- **Participatory research techniques:** Proposal demonstrates a participatory approach to project planning and/or implementation, with clear plans to engage community Resource Management Organizations in the research project.
- **Deliverables:** Proposal presents clear deliverables, including convenings, publications (both scholarly, peer-reviewed publications and other media), and awareness/outreach plans to target decision makers.
- **Budget:** Proposal budget is reasonable. Ability to leverage and/or match funds from host institutions is highly desirable.
- **Expertise:** Research team demonstrates technical skills and experience required to successfully implement the research project. Team members have experience building and/or working with interdisciplinary teams, and an understanding of existing literature and implementation.
- **Human resources:** Principal researchers are committed to working at least 50% time on the project. The team includes at least one woman Principal Researcher.



Proposal Format



Cover letters. Each PR should submit a separate one-page cover letter, on the letterhead of his or her institution. Each cover letter should explain the PR's role in the proposed project, and should confirm that the PR will be able to commit to working at least 50% time on the one-year project, if the grant is awarded.

Title sheet. Please fill out the one-page title sheet below.

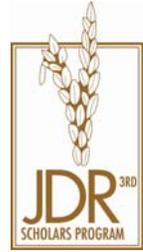
One-year proposal. Proposals must be **15 pages or less** (excluding cover letters, title sheet and required attachments 1 – 5 below). Please use the following outline:

- ❑ **Background** – Describe the context and issues underlying the concept. Describe the past experience of each PR with **the subject** and research on socio-economic issues, including experience with participatory research techniques and household surveys.
- ❑ **Research focus** – Present each of the following in detail:
 - 1) The specific research questions your project will address;
 - 2) Methodology, including integration of social and natural sciences, participatory approaches, and gender aspects;
 - 3) Possible field sites, including criteria for choosing field sites; and
 - 4) Expected deliverables and results of the research
- ❑ **Project activities and schedule** – Describe the proposed research activities and timeline. Please present a plan for when each researcher will request to be released from their jobs during the year, if necessary, to work on this project.
- ❑ **Involvement of key decision makers²** – Discuss how the project will influence policy through the engagement of key decision makers. (For example, key decision makers may be involved in one or more of the following: helping to define the research methodology; data collection and/or analysis; implementing resulting recommendations for wetland and fisheries policies; etc.).
- ❑ **Collaborative process used in preparation of one-year proposal** – Provide a brief explanation of how each PR contributed to developing the one-year proposal. Comment

² **Key decision makers** are people who are in a position to co-analyze results and adjust policies, practices and/or legal frameworks according to the findings. They may be affiliated with a community, government, donor, or business with an interest in AI.



Proposal Format



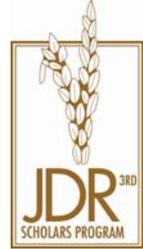
on lessons learned during the proposal-writing process that will strengthen your group's teamwork during the project.

Required attachments. Please include only the following attachments. Other attachments will not be reviewed.

1. **Personnel summary.** Provide up to two pages with a one-paragraph bio of each Principal Researcher and other key proposed staff (Research Assistants and/or Short-Term Specialists). Include 1-2 sentences explaining each person's role, how his/her background/skills will be brought to bear on the proposed research, and other commitments for the period February 2015 –March 2016.
2. **CVs.** Provide a CV for each key person involved in the project.
3. **One-year project budget.** Please fill in the budget template provided.
4. **Letter of support from each PR's institution.** Provide a letter from each institution's responsible officer on the letterhead of the institution. (The responsible officer is the person authorized to submit official requests for funding on behalf of the institution, such as the rector or president of a university, the head of a government department, or the executive officer of an NGO.) The letter should express the institution's support of the proposal and should acknowledge that the PR would be permitted to commit to working at least 50% time (130 days) on this project if the one-year grant is awarded. Any in-kind or matching funds proposed by the PR's institution, such as use of office space, should be referenced in this letter.
5. **Copy of the document certifying the legal status of each PR's institution.**



Proposal Title Sheet



(All applicants must submit this form – 1 page maximum length)

Title of proposed project:

One paragraph description of project:

Lead Principal Researcher (LPR) (The Lead Principal Researcher will assume the main responsibility for technical and administrative coordination of the project grant.)

Name of LPR:	
Title of LPR:	
Name of LPR's organization:	
Street address:	
City:	
Postal code:	
Phone number:	
E-mail address:	

Partnering Principal Researchers (PRs)

Name, title and organization of each partnering PR:	Address and phone of each partnering PR:	E-mail of each partnering PR: