

Policy Supporting Programme (PSP) 2023-2027

Format Concept Note – 18 January 2023

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| **Instructions**   1. Title this document and the annexes accordingly:   **Letter of chosen theme** (A, B or C) - name of **contracting Belgian university/university of applied sciences and arts** **- name of the main supervisor** of the said university/university of applied sciences and arts.   1. Please use the following font features:   Typeface: **Arial**  Character size **10**  Line spacing **1,15**   1. Respect the indicated maximum of pages per section, where relevant |

## General information

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| Project information | |
| **Concept note submitted for following the PSP theme**  *Choose:*  *A. Climate & Environment,*  *B. Fragility & Resilience*  *C. Social Protection, Inequality & Inclusive Growth* | |
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| **Lead researchers core group**   * Indicate the three lead researchers from the involved institutions (core group, at least 3 HEIs) * Indicate the main administrative institution that will function as coordinating institution and with whom the contract will be signed | |
| Flemish institution |  |
| Flemish lead researcher |  |
| FWB institution |  |
| FWB lead researcher |  |
| Partner institution |  |
| Partner country |  |
| Partner lead researcher |  |
| Indicative budget for inception phase | |
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## Organisation (indicative 3,5 pages)

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| **Presentation of the core group**  A minimum of 3 involved members is required, with an indicative maximum of 6 members.  Provide the following information for all members of the core group: first name and surname, email, address, nationality, year of birth, gender, institution, function, department/unit. | |
| Lead researcher Flemish HEI: |  |
| Lead researcher FWB HEI: |  |
| Lead researcher HEI partner country: |  |
| Researcher Flemish HEI: |  |
| Researcher FWB HEI: |  |
| Researcher HEI partner country: |  |
| **Expertise, experience and former cooperation**  Please present the respective **relevant expertise and experience** of the core group members, their institutions/departments and networks, with reference to the Terms of Reference.  What is the **link with current or previous research**? Is there specific experience in policy support?  Is there experience in working with **DGD or Belgian development cooperation?**  Provide information on the i**nterdisciplinarity and diversity** within the group.  Elaborate on **former cooperation** among the (lead) researchers,  Elaborate on cooperation in **a consortium set-up**. | |
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| **Roles and responsibilities**  Describe the division of **roles and responsibilities** between the different members of the core group. Please include the various roles/perspectives needed to successfully deliver on the PSP objectives: project coordination, project management (activities and budget), getting research intro policy and practice (liaison & uptake), communication, etcetera. | |
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## Strategy for the inception phase (indicative 3,5 pages)

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| **Theme content.**  Provide your **reflections** on the theme as formulated in the Terms of Reference,. Describe your **priorities** in terms of research and policies and justification for these priorities, with reference to both scientific literature and overall context/policy evolutions and upcoming events (e.g. World conferences, Belgian EU chairmanship, etcetera). |
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| **Method**.  Explain how the core group would **approach** the inception phase. Which steps will be taken to evolve from a broad Terms of Reference and concept note to a **fully-fledged proposal in a period of 6 months:** what, why, when, who? |
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| Describe the capacity of the core group to **mobilise** **expertise** throughout the project both in Belgium and in partner countries, with a clear distinction between the two phases: for first research activities during the inception phase (in the short term) and during the full implementation.  Which networks already exist and which networks will be developed? Specific attention should be given to mobilising expertise in partner countries.  How will the core group develop a broader consortium during the implementation phase and mobilise additional expertise during implementation?  How will a combination be made between developing a fully-fledged project proposal on the one hand and already engaging in first research activities on the other? |
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| **(Gender) equality and interdisciplinarity.**  How will the project assure (**gender) equality** in the mobilisation of expertise: both mobilisation of expertise in the partner country and gender balanced expertise? How will (gender) equality be integrated throughout the project? How will **interdisciplinarity** be guaranteed? |
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## Uptake strategy (indicative 2 pages)

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| **Describe your concept for creating the conditions for uptake**  Developing and applying successful strategies to create the conditions for effective knowledge uptake by DGD and other stakeholders are critical to the success of the PSP. Experience shows that for knowledge uptake to happen, different actions need to be taken. Please explain the envisaged strategy for knowledge uptake. How will the group conceptionally approach the challenge of creating the conditions for uptake by DGD and other actors? What are critical conditions to make it happen?  Specific attention should be given to stakeholder engagement during all phases: identification of priorities, action plan, etcetera. The focus should lie on how to engage DGD, but also elaborate on how to engage other actors such as Enabel, actors at country level, Belgian non-governmental actors, etcetera. |
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## Planning and budgeting - Inception Phase (to be developed in annex)

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| **Activity planning & budget**  In line with chapter 2, develop a detailed activity planning for the inception phase in annex 1. Provide sufficient details about the different planned activities (e.g. when you plan workshops (in person, online, hybrid, etcetera), identify the quantity, the target group (profiles, size, travels, site visits, etcetera). Provide an indicative budget for the listed activities. |
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| **Digital signature** of the three lead researchers |
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## Annexes concept note

* Planning and budget inception phase (excel file)
* CVs of the three required core group members (PDF files).

CVs will be held to a **maximum of five pages** and will include, when applicable, only the **five most relevant** research and/or policy related papers/activities.