



Bioresources Innovations Network for Eastern Africa Development (BioInnovate)

BioResources Innovations Network for Eastern Africa Development (*BioInnovate*) Program

Guidelines for the Preparation of full Proposals for successful applicants from First Call for Concept Notes

on

Adapting to Climate Change in Agriculture and the Environment in Eastern Africa

Deadline for receipt of Full Proposals is September 27, 2010.

BioInnovate Program Management Office

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1. Background

Biolnnovate is a new, multidisciplinary, competitive funding mechanism for biosciences and product orientated innovation activities in Eastern Africa. It is supported by a grant of SEK 80m (USD 10.7m) from the Swedish International Development Cooperation Agency (Sida) over the 5 year period 2010-2014: www.biolnnovate-africa.org.

The Program builds on previous investments, achievements and experiences from the Sida-supported BIO-EARN Program and other regional initiatives. Biolnnovate will work closely with the African Union New Partnership for Africa's Development (AU/NEPAD) Planning and Coordinating Agency (NPCA) and Eastern Africa Councils/Commissions for Science and Technology in strengthening regional collaboration in science and technology to enable the continent to adapt the rapid advances and promises of modern biosciences.

The Biolnnovate Program will be co-located with the BecA ILRI Hub in Nairobi. This is a shared research platform where African scientists are applying modern biosciences to the solution of some of the continent's pressing problems in food security, environmental sustainability and responding to the challenges of climate change.

The Biolnnovate Program will support projects that will use bioscience innovation systems in practice to improve crop productivity and to improve resilience to climate change in small-scale farming systems (Theme 1); and also support projects to improve the efficiency of the agro-processing industry so as to add value to local bioresources in a sustainable manner (Theme 2). Strong emphasis in the selection criteria (as described in Section 4 below) will be given to regional approach as well as adding value to ongoing efforts, the active involvement of market actors and practitioners; and to proposed projects that are mobilizing matching funds from market actors, governments and/or finding potential co-financing from other donor agencies.

The Biolnnovate Calls for Concept Notes is a two stage process of Concept Notes followed by invitations for full Proposals. Full proposals will be developed by successful consortium from the first call for concept notes from the region that are led by public and/or private entities (including small scale enterprises and NGOs) in one of the six Biolnnovate participating countries of Burundi, Ethiopia, Kenya, Rwanda, Tanzania and Uganda. The lead entities from the region may seek, and are encouraged, to include other regional and/or international partners, within or beyond the eastern Africa region, as partners in the proposed project. Principal investigators and lead institutions will be selected from the consortium with strong track record of management skills on projects and or programs.

The new Program will deliver five result areas, each with a number of activities that will be implemented over a period of five years. These key results areas are:

- (1) Strategic Eastern Africa crop innovation systems strengthened to improve productivity and enhance food and nutrition security in the region. This area will generate innovations to enhance crop diversification; improve crop adaptability to the consequences of climate change; and better manage crop productivity constraints.
- (2) Innovations on sustainable waste treatment and to secure freshwater resources promoted in the region. This strategic area will generate efficient and effective bioscience innovations for waste management and environmental clean-up; agricultural by-products utilization for bio-energy to mitigate climate change; and sustainable use of water resources
- (3) Eastern Africa innovation systems catalyzed to deliver agricultural, environmental and industrial innovations that stimulate sustainable transformation, utilization and productivity of the Region's bio-resources. Technology incubation and other mechanisms for putting research into use by communities and industry will be developed and operationalized.
- (4) Innovation policies for sustainable harnessing of bio-resources developed and promoted. The BioInnovate Program will support policy analysis studies to provide decision support tools for investment, promotion and management of bio-resource innovations in Eastern Africa.
- (5) An enabling mechanism for mobilization, catalysis and nurture of a strong bio-resource and science-led economic growth agenda for Eastern Africa strengthened and operationalized.

In Program Implementation, the BioInnovate Program will work closely with the African Union New Partnership for Africa's Development (AU/NEPAD) and the new AU/NEPAD Planning and Coordinating Agency (NPCA) and Eastern Africa Councils/Commissions for Science and Technology from BioInnovate participating countries in strengthening regional collaboration in science and technology to enable the continent to adapt the rapid advances and promises of modern biosciences. The Program builds on AU/NEPAD Consolidated Plan of Action for Africa's Science and Technology and the Comprehensive Africa Agriculture Development Program (CAADP). Bio-Innovate will work with these and other agencies on strengthening regional collaboration in science and technology to enable the continent to adapt the rapid advances and promises of modern biosciences.

The Bio-Innovate Program will use modern bioscience in practice to improve crop productivity and resilience to climate change in small-scale farming systems (Theme 1), and improve the efficiency of the agro-processing industry to add value to local bio-resources in a sustainable manner (Theme 2). Bio-Innovate will be user-, market- and development-oriented in order to make a difference on the ground, in supporting poverty alleviation and sustainable economic growth.

1.1 Core BioInnovate Program Elements

The BioInnovate Program core elements to achieve these objectives are described briefly below:

Crop production, adaptability and diversification: The focus is on intensification of R4D that promote bio-resource innovations to enhance productivity, nutrition and food quality and foster climate change adaptation of selected strategic commodities such as *sorghum, millet, cassava and sweet potato* in Eastern Africa. This focus is underpinned by the fact that climate change is likely to affect production of bio-resources including crops and therefore is of strategic importance to the region.

Environmental protection and management: This theme targets two areas: (i) Protection of water resources and the environmental areas within the agriculture and natural resources sub-sectors. R4D will focus on bio-energy recovery from solid waste and wastewater, wastewater treatment and reuse, bioremediation of contaminated environment and carbon sequestration; and (ii) Undertaking studies on the potential impacts of climate change on Eastern African agriculture and the broader natural resource sub-sector; including studies on mitigation and adaptation options to climate change, including policy options for different countries.

Technology incubation: The aim is to enhance up- and out-scaling of new innovations through technology incubation centre(s) and innovation platforms, thereby, improving adoption and deployment of science-based solutions to development challenges in the region.

Policy advisory and advocacy activities: The purpose is to harness and/or develop the enabling policy environment(s) for bio-resource innovation, adaptation and diffusion according to the needs, abilities and opportunities within Eastern Africa.

BioInnovate Program uses an innovation systems approach that integrates the above core elements to catalyze and harness delivery and use of science-based solutions for environmental challenges, as well as contribute to food and nutritional security and income generation. Implementation of these activities will galvanize critical actors from within and outside of the region to generate bio-resource innovations.

1.2 Bio-Innovate Program Thematic Areas

A central objective of the Bio-Innovate Program is to build functional innovation consortia able to take bioscience R&D and innovations to the market. The Bio-Innovate niche is characterized by a focus on the applications of bio-

resource innovations to support sustainable growth and transformation of the agricultural and environmental sub-sectors from primary production to value addition, while enhancing adaptability to climatic change and strengthening innovation policy. The Bio-Innovate program will have four Thematic Areas, all of which are closely connected to and build on AU/NEPAD Consolidated Plan of Action for Africa's Science and Technology.

All the four themes within Bio-Innovate Program are closely connected to each other and will all be contributing towards a more productive and sustainable agricultural/agro- processing sector in the region, which serves as an engine for pro-poor economic growth. Description of the four thematic areas is provided below.

Thematic Area 1; *Climate change adaptability, productivity and improvement for food and nutrition security:*

This theme focuses on generating and promoting technologies to boost productivity of strategically important crops under the threat posed by climatic change. Such crops are important to small-scale farming and rural livelihood strategies. The theme aims at unlocking genetic potential of the crops for climatic change adaptability. The thematic area seeks to produce crop varieties that are high yielding and resilient to biotic and environmental stresses and address nutritional quality. The theme focuses on strategically important crops of the region, adding value to ongoing initiatives by tackling both input and output traits (processing and other quality attributes). The innovations will boost food and nutrition security, lower food prices, offer more opportunities for income growth through crop diversification, and reduce crop intensification pressure in fragile agro-ecologies.

Thematic Area 2: *Waste treatment, bio-energy for renewable bio-resources, and securing freshwater resources:*

This theme will focus on treatment of agro-processing waste through reuse, conservation of water and other bio-resources. It will also generate coping strategies, through innovations to reduce the impact of green-house gas emissions as well as generate innovations to enhance bio-energy recovery from solid and wastewater and provision of clean freshwater resources. An important focus would be on use of agro-processing by-products, waste treatment and bio-energy production from existing and ongoing agro-processing activities in the region. The use of wastes for production of value added products such as improved feed, bio-processing reagents with selective catalysts, safe green chemicals, bio-fuels, biogas, bio-plastics and biopolymers would serve the agro-processing sector in the region by making it more resource efficient and sustainable, which is vital for its competitiveness and survival. Such links would also support rural livelihoods through increased demand for local crops and bio-resources, enhancing the agribusiness opportunities for farmers in the region. Promoting the conversion of waste into renewable energy (such as biogas, bio-fuel etc) will also reduce the need to import costly fossil fuel and mitigate climate change. Another important focus will be on promoting innovation on local small scale bio-refineries at village level by assisting local

communities to add value to their local crop produce. Innovative ways to use bio-waste for energy production and minimize greenhouse gas emissions will also be sought in the first call for proposals.

Thematic Area 3: *Innovation incubation and promotion of targeted value chains:*

This theme will focus on taking near market products generated by Bio-Innovate Program from the above two thematic areas and their partners along the value chain to end-users. R4D institutions will apply for support to cover pilot level testing for economic feasibility, marketability and acceptability. The Program will seek opportunities for innovations that will have wide applications in the Eastern Africa. The theme will also seek opportunities to leverage additional funds from other partners for venture capital and pilot testing activities.

Thematic Area 4: *Bio-resource innovation policy and sustainability analysis:*

This theme will address issues needed to provide a supportive policy environment for the ultimate development and promotion and uptake of bio-resource innovations. It will include policy analysis, national and regional policy support, as well as socio-economic and environmental analysis. The theme will address issues of sustainability analysis, done in combination with Themes 1, 2 and 3 above, including:

- Analysis of and addressing gaps in the technology dissemination chains within current and future projects. This would include analysis and exploration of roles and responsibilities along the value chain.
- Market analysis and potential of addressing regional markets.
- Exploring technology transfer models with a view to maximize the impact of new technologies, by achieving balance between making the technology as widely available as possible, while providing sufficient incentives to the innovators and investors for early adoption.
- Exploring and analysing models of funding of technology dissemination processes.

Other policy analyses on cost effectiveness, socio-economic and environmental soundness as well as competitiveness will be done under this theme. A key question for the policy studies in Bio-Innovate Program is to analyse how applications of biosciences in Eastern Africa could lead to a more sustainable agricultural and agro-processing sector, able to promote economic growth and effectively alleviate poverty.

The Program will implement activities using a results oriented, thematic approach. The key results will be achieved by supporting innovative projects within the four Thematic Areas and by encouraging cross sectoral technology and policy linkages amongst the four different Thematic Areas.

1.3 Innovation Consortia within and amongst the Themes

Within and between the four Thematic Areas, related projects will be linked with one another to form a small number of innovation consortia. Each consortium will consist of several related projects, along the value chain, which link research institutes and development partners in different countries of eastern Africa to form a critical mass of effort to address some key issues and deliver innovative solutions.

It is envisaged that the four Thematic Areas will be addressed by developing up to 10 regional, multi-disciplinary innovation consortia, each consisting of a *small number of distinct but interlinked projects*. These consortia will be comprised of a range of value chain actors critical to span the process from science to production and markets. Involvement of market actors and other practitioners in the innovation consortia will be crucial in order to ensure that products, knowledge and new technologies emanating from the BioInnovate Program reach the market and specified end users.

These Innovation Consortia will be catalyzed by the Program Management Team by linking the related project teams from amongst the successful Concept Notes for proposed projects. This process will follow the consideration of the Concept Notes by the BioInnovate Technical Advisory Committee (TAC). The TAC will make decisions on the successful applications at the Concept Note stage, of relevant and high quality Concept Notes that meet the selection criteria, for further development into full proposals.

The First Call was for Concept Notes in Themes 1 and 2. The Second Call, to be made later in 2010, will invite Concept Notes in Themes 3 and 4, which address innovation and policy issues, respectively. It is envisaged that early linkages will be facilitated by the Program Management Team between the proposed projects in Themes 1 and 2 (which are more technology orientated) and the emerging projects in Themes 3 and 4 (which are more about innovation and policy), so that there are strong cross linkages in the BioInnovate Program from technology to innovation to policy.

2: Scope of Full Proposals from the First BioInnovate Calls for Concept Notes

Successful proposals from the First Call for Concept Notes will address the effects of climate change on African agriculture and the environment and the use of biosciences innovations to enable African farmers, agro-processing industries, small businesses and local communities to adapt to climate change and/or to mitigate its negative effects (Thematic Areas 1 and 2) as described in detail above.

2.1. BioInnovate Program Budget

The total funds currently available for the BioInnovate projects are in the order of SEKs 65m (USD 8.6m) over the 5 year term of the BioInnovate Program. It is envisaged that at least SEK 35m (USD 4.6m) will be available to allocate in this first Call for Concept Notes for proposed projects in Themes 1 and 2, with special emphasis on adapting to climate change in agriculture and the environment in Eastern Africa. It is envisaged that each successful consortium can have a maximum of SEK 11.25m (USD 1.5m) depending on the number and size of related concept notes that form the consortium.

3 Guidelines for the Development of Full Proposals

3.1 Key Principles and Concepts underlying BioInnovate

The key considerations in the granting process will be to identify and decide on projects that have research outputs with promising potential for commercial value and/or public good. The bio-resource innovation fund will support product development for potential commercial use or technology innovations that may provide public goods, such as mitigating the effects of climate change. The project may include demonstrating “proof of concept”, small and large scale pilot testing, scaling up the production of products and/or setting up demonstration plots/pilot plants. The Program will facilitate product commercialization where appropriate, through its Innovation Consortia.

Submission by invitation of successful applicants to prepare full proposals, encompassing:

- Clear Project title for the consortium full proposal together with agreed up-on Principal Investigator and lead Institution;
- Co-PIs and their full addresses;
- Detailed project description (strong rationale for the proposed project, relevance of regional approach and complementarities among involved partners, including the specific scientific and technical gap to be addressed, robust review of prior information and the degree of innovativeness);
- Relevance and quality of content of the proposal and adding value to existing efforts – Display knowledge of prior work done in the region on the proposed work i.e. robust review of prior information and showing the gaps and value addition clearly.
- Clear project objectives, purpose and outcomes with clear milestones to achieve the project objectives;
- Detailed project design (work plan, activities, monitoring);
- Applicability of the results in practice, potential impact and dissemination, including detailed plans for stakeholder engagement and involvement throughout the research process, and plans for dissemination to end users;

- Quality and organization of the consortium with clear roles among participating researchers and institutions; Competence and skill track record of the Principal Investigator in coordinating complex projects and or programs and program management experiences of lead institution;
- Logical framework of the project following Result Based Management (RBM) approach; and
- Clear detailed Budget per activities, per partners and per project duration.

The development of the full proposal should build on the following key principles and concepts, which are described in more detail in the BioInnovate Program Document, available at www.bioinnovate-africa.org. The key principles and concepts are:

Regional and international collaboration: Rationale that a regional approach is more effective than individual, national projects. The project approach must be based on regional/international collaboration. Funding will be granted for projects where it can be clearly demonstrated that a regional approach is more effective than individual national projects. Those with successful Concept Notes are encouraged to work with colleagues in the region and internationally in preparing their full proposals so as to reflect the intentions of the program design, as described in detail in the BioInnovate Program Document.

Scientific and technological excellence and degree of innovation (*Potential for economic and social impact:*

The proposed project must show that the innovation being advocated has a high potential to stimulate economic growth and promote sustainable development; it should also demonstrate it is demand driven. Consortium partners will need, in their project design, to take into account the question of demand for what the project will produce (outputs), in both an economic and social sense. Project partners also need to assess development and/or dissemination costs of the proposed innovations and to what extent the innovation will be economically viable.

Adding value to existing efforts (relevance and quality of content of the proposal): *The proposed project should demonstrate and clearly show the quality and relevance of the approach; Likely chances of success; addressing priority areas of Themes 1 and/or 2 with demonstrated relevance to climate change adaptation; degree of integration of the proposed project between the two Themes e.g. outputs or activities relevant to both Themes. Moreover, the proposal should clearly display knowledge of prior work done in the region on the proposed project activities, i.e. robust review of prior information and showing the gaps and value addition clearly. It is also a requirement that the proposed project should demonstrate complementarities and/or collaboration with regional programs and other existing efforts, such as the AU/NEPAD African Biosciences Initiative, including the BecA/ILRI Hub in Nairobi; CAADP; ASARECA; FARA; ECA, IGAD, etc.*

Pathway to impact, applicability of the results in practice, potential impact and dissemination:: The full proposal should show a pathway for utilization, for either commercial use and/or public good; and it should include an implementation plan that demonstrates the necessary linkages along the innovation chain. It should have a clear innovation pathway that demonstrates the necessary linkages along the innovation chain to ensure delivery to identified end users; Potential impact and outcomes of the project and its outputs on the target groups, contribution to achievement of MDG's and potential of international cooperation beyond the project; Quality of the plan for implementing and evaluating the dissemination and exploitation of the expected project outputs and the knowledge generated by the project.

Proposed project management arrangement

- i) Quality and organization of the consortium::** The proposed project should clearly demonstrate the quality of the consortium, interdisciplinarity including diversity of scientific disciplines and the synergies between the partners bringing added value by working together and towards achieving the regional priorities; Roles and responsibilities of development and delivery partners in the consortium, sharing of responsibilities between the partners.
- ii) Team composition:** The proposed project should include a team of partners who collectively address all stages leading to and including product delivery; this means that the proposed project would co-operate and collaborate with a variety of partners with relevant experience in product development such as the private sector (local and international companies), NGOs, social-economic experts, universities, national and international research systems, start-up companies, etc.
- iii) Leadership Quality of the Principal Investigator and Lead Institution:** The proposed project should clearly show the skills and experiences of project coordination and management capacities of the Principal Investigator and track record of previous research grant management experiences of the PI and his Institution which will be designated as lead institution for consortium.

It is envisaged that the projects will be implemented by multidisciplinary teams, including economic, social and market expertise, coming from different countries, mainly within the Eastern Africa region. Each team is expected to include at least two institutions drawn from the public and/or private sectors, from different BioInnovate participating countries in Eastern Africa; one of the partners from within the Region would be designated as the project lead institution; the team should include at least one private sector company or NGO; and the team should include at least one other collaborator from within or outside the region. The team should include a minimum of 4 and a maximum of 6 partners in total.

- iv) Matching funds and Institutional support:** Projects that can show matching funds availability will be given favourable scores. Matching funds identified from the partners and/or other investors, including

- governments and/or development agencies; Demonstration of strong institutional support from partners, including in kind support such as staff time.
- v) **Monitoring and Evaluation plan:** Inclusion of a strong internal monitoring and evaluation plan; including annual indicators of success, for monitoring progress of the proposed project towards results;
 - vi) **Dissemination/ communication plans:** Coherent plan for how the project outputs and results will be communicated to the public, policy makers and potential end users? It is expected that a range of media and communications tools will be used during the course of the proposed project
 - vii) **Intellectual property and other policy issues:** The proposed project should describe potential IP that may result from the innovation process and how these will be managed; and any other policy issues that are connected to the delivery and impact of the specific innovation.

Budget: The full project proposal should have a clear detailed budget per activities, per partners and per project duration in US dollars (template provided in the guideline).

Logical Framework Analysis: Project teams should clearly workout a **Logical Framework** of the innovation consortium project following **Result Based Management (RBM)** approach (template provided in the guideline)

Project duration: Projects will be supported for up to 3 years period (2011-2012).

Further information

The Program Document that describes the BioInnovate Program is available at www.bioinnovate-africa.org. During the preparation of the full proposals, consortium team members are encouraged to read the full project document as this conveys in more detail the scope and expectations of the Program. Special attention should be paid in the BioInnovate Program Document to Chapter 3 (pp 17-21), which describes the Scope of the Program. This information will assist applicants in preparing the full proposals resulting from the concept notes. For any additional information, please contact the BioInnovate Program Management Team by email at bioinnovate@cgiar.org \ S.Leta@cgiar.org. Any additional information on the guideline that is provided to the team in response to an email enquiry will be shared anonymously with all other teams via the BioInnovate web page in a Frequently Asked Questions (FAQs) section.

4 Selection Criteria and Evaluation of Full Proposals

4.1 Initial Evaluation of Full Proposals

Full Proposals will be screened initially by the Program Management Team to ensure they meet the following minimum selection criteria:

1. **Full Proposal Format:** Full Proposal is prepared in accordance with the designated guideline for BioInnovate Full Proposals (available at www.bioinnovate-africa.org), with no additional attachments apart from Annex containing CVs of Principal Investigators (PIs) and co-PIs. All items on the guidelines for the preparation of full proposals should be addressed.
2. **Full Proposal Length:** Full Proposal itself (excluding Annexes with the CVs) is to be not longer than 20 pages. It should be prepared as a Word Document, using Times New Roman, 11 pt..
3. **Regional Leadership:** The Full Proposal should briefly describe the partners in the proposed project and designate the Project Leader, who must be from a public or private entity located in one of the six BioInnovate participating countries (Burundi, Ethiopia, Kenya, Tanzania, Rwanda and Uganda) with clear track record of skills in managing/coordinating Projects/programs.
4. **Front Page of the Proposed Project:** should clearly show title of the consortium proposal, full addresses of PI, and Co-PIs.

If one or more of the four initial selection criteria are not met, the full proposal will not be considered further peer-review process.

4.2 Technical Selection Criteria and Peer-review of Full Proposals:

Full proposals that meet the initial selection criteria will be assessed by at least two independent external peer reviewers. The pool of evaluators will be formed from biosciences experts nominated by the TAC. The TAC shall ensure that the reviewers are independent experts with the skills and knowledge appropriate to the tasks assigned to them, and are not faced with conflict of interests on the matter on which they are asked to give opinion.

The reviewers will be required to sign a declaration of confidentiality and 'no conflict of interest' at the time of their appointment. Reviewers will be chosen from the pool based on their specific knowledge of the topic areas covered by the applications, and may represent both the scientific and user community. If the evaluation of the two independent evaluators differs significantly, the final ranking decision is at the discretion of the Technical Advisory Committee.

The technical selection criteria and the maximum points that may be awarded for each selection criterion are given below. The maximum possible points per selection criterion are 5 points. The maximum possible total points for all selection criteria combined are 50 points. Thus each full proposal will be given a ranking score of points out of 50.

4.3 Selection Criteria

4.3.1 *Regional approach (1-5)*

- Rationale that a regional approach is more effective than individual, national projects; size and degree of involvement of partners from the BioInnovate Program network countries.

4.3.2 Scientific and technological excellence and degree of innovation (potential for economic and social impact (1-10):

- Project objectives and design
- Potential to stimulate economic growth and sustainable development in the region
- Evidence of demand for innovation in target sector
- Assessment of costs of development and dissemination of the proposed innovations
- What is the development goal to be addressed?

4.3.3. *Relevance and quality of content of the full proposal and adding value to existing efforts (1-10)*

- Clear and adequate display of knowledge of prior work done in the region in the area of proposed project activities (robust review of prior information and value addition of the proposed project;
- Quality and relevance of the approach with demonstrated relevance to climate change adaptation
- Likely chances of success; and
- Any possible integration of the proposed project between the two Themes e.g. outputs or activities relevant to both Themes

4.3.4 *Pathway to impact (applicability of the results in practice, dissemination and potential impact) (1-10)*

- Clear innovation pathway that demonstrates the necessary linkages along the innovation chain to ensure delivery to identified end users.
- Demonstrated complementarities and/or collaboration with regional programs and other existing efforts, such as the AU/NEPAD African Biosciences Initiative, including the BecA/ILRI Hub in Nairobi; CAADP; ASARECA; FARA; ECA, IGAD, etc.

4.3.5 Quality and organization of the consortium (1-5)

- clear demonstration of the quality of the consortium, interdisciplinarity including diversity of scientific disciplines and the synergies between the partners bringing added value by working together and towards achieving the regional priorities;
- Roles and responsibilities of development and delivery partners in the consortium, sharing of responsibilities between the partners;
- Scientific and technical composition of the team: The nature and composition of a team of partners who collectively address all stages leading to and including product delivery;
- Team composition is multidisciplinary, multi-country, with regional leadership, includes both public and private entities, and is comprised of a minimum of 4 and a maximum of 6 partners, (as per the full proposal guideline for applications, on team composition).

4.3.6 Competence and skill track record of principal Investigator (1-5)

- skills and experiences of project coordination and management capacities of the Principal Investigator and track record of previous research grant management experiences of the PI and his Institution which will be designated as lead institution for consortium.

4.3.7 Proposed consortium project management (1-5)

- ***Matching funds and commitment from host institution:***
 - Matching funds identified from the partners and/or other investors, including governments and/or development agencies.
- ***Institutional support (letter of commitment):***
 - Demonstration of strong institutional support from partners, including in kind support (e.g. staff time), etc.
- ***Monitoring and Evaluation, dissemination and communications plans:***
 - Inclusion of a strong internal monitoring and evaluation plan; including annual indicators of success, for monitoring progress of the proposed project towards results;
 - Coherent plan for how the project outputs and results will be communicated to the public, policy makers and potential end users? It is expected that a range of media and communications tools will be used during the course of the proposed project.
- ***Intellectual property and other policy issues:***
 - The full proposal should show if any IP issues are identified and how these will be addressed. Any other policy issues that are connected to the delivery and impact of the specific innovation should also be addressed in the Proposal.

4.4 Selection Process

During the selection process, the Program Management Team will consult closely with the BioInnovate independent Technical Advisory Committee (TAC) and with the Eastern Africa Councils/ Commissions for Science and Technology, so as to ensure the proposed projects are consistent with regional and national priorities for economic and social development for the countries of Eastern Africa.

4.5. Submission Procedures for Full Proposals

Please send full proposals, prepared in accordance with the “BioInnovate Africa Proforma for Preparation of Full Proposals”, by email: to bioinnovate-calls@cgiar.org. **Deadline for receipt of Full Proposals: Midnight, Nairobi time, September 27, 2010**

4.6. Proforma for Preparation of Full Proposals:

A Proforma to guide the preparation of the Full Proposals is attached (Attachment 1). The Proforma is also available at www.bioinnovate-africa.org. *Please use this format when preparing the full proposals. Some explanatory notes are given under each heading in the proforma to highlight the priority items to be addressed in each section, relevant to the selection criteria.*

The full proposals should be not longer than 20 pages, when prepared as a Word Document in Times New Roman, 11 point font. CVs of the Principal Investigator (PIs) and Co-PIs from the partners may be added in as annexes to the full proposals as part of the submission. Institutional commitment/support letters from each participating partners should also be annexed together with the submission. Any information beyond the 20 page limit will not be considered. When preparing the full proposal, please take account of the information provided in Sections 2-4 above on the scope, guidelines and the selection criteria for the preparation of full proposals.

Proposed Schedule for the Development of BioInnovate Full Proposals 2010

- August 26** Invitations sent to successful applicants from the First call for Concept Notes to prepare full Proposals. Some funds will be made available to enable proposed Consortium/Project teams to meet to prepare full Proposals during late August/ early September 2010.
- August 30** Unsuccessful applicants will be notified and feedback on their Concept Notes provided.
- September 27** Deadline for submission for full proposals.
- September 30** Formality eligibility check by PMT
- October 15** External peer reviews of full Proposals by independent experts completed.
- October 22** Review of full proposals and peer reviewers' comments by TAC and decisions on which proposals will be supported by BioInnovate Program made at 2nd TAC meeting completed.
- October 25** Lead Institutions of successful innovation project consortia sign contract agreements with ILRI

Conditions of Submission

Submission of a Full Proposal implies acceptance of all rules and notices included in these guidelines, including that the decision of the TAC is final.

The proponent also agrees that, should a subsequent proposal be approved and a contract entered into, that the proposal and budget will be posted on the BioInnovate web page.

The names of external peer reviewers are confidential and will not be released under any circumstances. Scores allocated by reviewers (including TAC) will not be released; however, feedback based on the comments of reviewers will be provided to applicants.

Any questions regarding the process or content of this guideline can be made to the BioInnovate Program Manager at bioinnovate@cgiar.org up to September 30 2010. All questions and answers will be made publically available on the FAQ area of the BioInnovate web site (www.bioinnovate-africa.org).