Advanced Seminar

KKID - Coimbatore,
October 12 – 14 2011

PCMagura
Training&**C**onsultancy
Project**C**ycle**M**anagement

Karl Kübel Institute
for Development Education

Detailed Outline

Advanced Training on EC Proposal Writing

Logframe, Concept Notes and Full Proposal

Topic:
Judging the **quality of an impact oriented Logical Framework** as an integral starting point for the writing of a potential development project proposal and as a structuring tool for the subsequent formulation of an EC Concept Note and/or Full Proposal. Formulation of "sound" indicators for "output", "use of outputs" and "impact".

Understanding the differences of the **two currently applied Concept Note formats** with its consequences on the formulation practices and evaluating Concept Notes according to the existing evaluation criteria.

Being **relevant to Donor Objectives and Priorities** and writing proposals that respond to the main criteria such as effectiveness, methodology and sustainability.

Objective:
Participants should be aware of relevant tools and concepts to adequately assess and review logical frameworks, concept notes and full proposals and thus become able to formulate proposals themselves.

Contents:
Based on complete and assessed logical frameworks, concept notes and full proposals participants will

- discuss and refine examples of current/recent projects that have been submitted and
- understand the reasons for their acceptance or refusal, as a lasting input for further improvements of future proposals.

Target group:

Participants should have previous knowledge of advanced concepts of the PCM approach and Objective Oriented Project Planning (having followed the PCM Introduction or similar workshop) and are in a senior position to assist in or formulate Concept Notes and Full Proposals in line and with special reference to current EC application procedures.

Content

<p style="text-align:center"><u>Advanced</u> **Training**
on
EC Proposal Writing</p>

<p style="text-align:center">Logframe, Concept Note and Full Proposal</p>

<p style="text-align:center">Coimbatore, October 12 - 14 2011</p>

<p style="text-align:center">**Programme**</p>

**Wednesday, October 12 - Day 1 –
Optimisation of Logical Frameworks**

9.30	Welcome and presentation of participants Purpose and methodology of the seminar
10.00	**Presentation** - Quality criteria of a sound Logical Framework and link to the content of the current EC application procedure (Concept Note and Full Proposal 2009) - Importance of indicators and external factors for the Proposal - Questions, discussion
12.00	- Participant's review of existing practices and problems/bottlenecks currently faced in project reality concerning EC proposal writing - Presentation of participants' case studies (up to 3 log frames, CN and extract of full proposals)
13.00 – 14.00	Lunch
15.30-18:00	**Group exercise and discussion of findings** - Review of logical frameworks and cross-checking their validity to write a sound proposal **Are we well prepared to write a Concept Note and Full Proposal?**

Thursday, October 13 - Day 2 –
Application System and Procedures of the EC - Focus on Concept Notes

9.00	**Review of Previous Day**

9.30	**Presentation and Discussion**
	
	▪ Example of a current EC Call for Proposal e.g. the call "NSA-LA India"
	
	    o The importance of the Background, Objectives and Priorities as stated in the EC Guidelines for Grant Application
	    o Policy Relevance and how to respond to Donor Requirements

10.30	▪ The current formats of EC proposals – special reference to the Concept Note
	
	    o Version 1: Relevance valued 15 out of 50 possible points
	    o Version 2: Relevance valued 40 out of 50 possible points
	
	▪ Emphasis on the importance of both structures and link of the content to the respective evaluation grids
	
	▪ Presentation of participants' case studies (3/4 existing real Concept Notes, submitted, accepted, rejected)

11.30	**Group Exercise** ▪ Practical and hands-on analysis of the different concept notes and verification of their consistency with the earlier checked logical frameworks
13.00 – 14.00	Lunch

14.00	**Group Exercise** (continued)
	
	▪ **Be the evaluator:**
	
	    o Grading of the concept notes according to the evaluation grid of the EC
	    o Compare own grades with the official ones of the EC

15.30 -18:00	**Presentation of the analysis and the evaluation of the CN** ▪ Do we understand the importance of the structure and the link to the evaluation grid? ▪ How binding is the content of the CN for the formulation of the full proposal (1 and 2 stage system, new version – relevance 40 points)

Friday, October 14 - Day 3 –
Analysis and Best Practices of EC Applications, Focus on Full Proposals

9.00	**Review of Previous Day**
9.30	**Group Exercise** ▪ Practical review of the main contents of the logical frameworks and Concept Notes and ▪ Analysis of their importance or consistent forwarding into the full proposal
11:00	**Presentation and Discussion of Full Proposal Analysis** ▪ Clarification of concepts like ▪ Relevance, Effectiveness, Methodology and Sustainability
12.30 – 13.30	Lunch
13.30	**Winding – up** ▪ Practical tips when writing a proposal ▪ Approach, timing and sequence ▪ Relations and responsibilities between field and headquarters
15.00	**Optional** • Other topics requiring in-depth discussion, acc. to questions raised during the seminar, e.g. impact indicators and impact chain
16.00 – 16.30	Seminar evaluation End of workshop