



CALL FOR PROPOSALS

Proposal Outline

1) Call Reference Number

Reference number as indicated on the call advert and guidelines.

2) Title of the project

Provide the title and Acronym(s)

3) Details of the applicants

a) Name of the Principal Investigator, affiliate institution, gender, email, telephone, age, location and indicate if you are a Person living with a disability.

4) Project summary (Maximum 1000 words)

Outline the problem, how the problem will be addressed, objectives, expected outputs, outcomes and impact.

5) Project background (Maximum 1000 words)

Indicate the relevance of the project to economic development and the national agenda.

6) Problem Statement (Maximum 1000 words)

Indicate in detail the problem and what your proposed project seeks to address.

7) Justification (Maximum 1000 words)

Explain why it is important to address the problem.

8) Goal and Objectives (Maximum 500 words)

State the general and the specific objectives of the project.

9) The scope (Maximum 800 words)

Outline the scope of the project

10) Approach (Maximum 800 words)

Explain how you are going to consider the following

- a) Mainstreaming of gender, equality and inclusivity
- b) Policy relevance

11) Methodology (Maximum 4000 words)

Indicate the following

- a) Research design and approach,
- b) Data collecting methods and instruments
- c) Sampling strategy
- d) Data analysis techniques and procedures
- e) Ethical considerations

12) Indicate expected output, outcome and impact (Maximum 1000 words)

13) Deliverables and timelines (Maximum 1000 words)

- a) Provide a breakdown of Key Deliverables and Milestones.
- b) Provide a detailed Gantt chart or an individualized work plan.

14) Budget 100 words

Using the NRF budget template, present a comprehensive budget breakdown that covers all costs associated with the budget including but not limited to, direct research costs, equipment, supplies, and travel, among other costs.

15) Project Team and expertise (Maximum 2500 words)

Highlight the qualifications and expertise of the team members who will be involved in the project

16) Sustainability (Maximum 800 words)

Indicate and provide a clear plan for the sustainability of the project's outputs, outcomes and benefits after project completion.

17) Risk Management (Maximum 800 words)

Identify potential risks and challenges and provide a risk management strategy to mitigate them effectively.

18)List of Appendices

- a) Appendix I: Budget (using the NRF Budget Template)
- b) Appendix II: Letters of endorsements from each of the collaborating institution signed by Head of the Host Institution
- c) Appendix II: Curriculum Vitae for the project team members (in the following prescribed format, maximum 1 page per person)

Personal Information	Name,
	Date of birth
	Designation
Academic Qualifications	Highest Academic qualification:
	Year:
	Awarding Institution:
	Field of Study:
Employment experience	Employer (start with the most recent for the last 10 years)
	Year:
	Position /Designation:
Research Project Experience	<i>List 3 most recent research projects that you have been involved in</i>
	Name of Research Project:
	<i>Year:</i>
	<i>Field of Research:</i>
	<i>Role played:</i>
	<i>Status: (Completed, ongoing, stalled)</i>
Publications	List:

	<p>1.) The best 5 selected peer-reviewed scientific publications, relevant to this proposal and</p> <p>2.) The best 5 selected non-scientific publications, e.g. policy documents, guidelines newspaper articles etc.</p>
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19)Evaluation Criteria

S/No	Criteria	Score (%)
1.	Project background	5
2.	Problem statement	5
3.	Justification	3
4.	Goal and objectives	5
5.	Scope	5
6.	Approach	5
7.	Methodology	15
8.	Expected Output, Outcome and Impact	15
9.	Deliverables and Timelines	10
10.	Budget	20
11.	Project team and expertise	5
12.	Sustainability	5
13.	Risk Management	2
	TOTAL	100

Contact details:
Chief Executive Officer
 National Research Fund
 3RD Floor NACOSTI Plaza, Upper Kabete
 P.O. Box 26036-00100
NAIROBI
 Tel: 020-4403386