

Common Shortcomings in writing a proposal to EARF

September 2016

EARF Request Pack

For Invitation to Tender (ITT), EARF pack includes :

- Terms of Reference (TOR)
- Instruction to Suppliers
- Scoring Methodology
- Research Methodology Summary Template
- Commercial Proposal Template
- Suppliers Checklist

- EARF allows for Supplier Clarification Requests / Questions*

EARF Request Pack

In summary :

$$X = a + b$$

Hint :

Where (a = 1 & b = 1)

* *Submissions Received*

$$f(x) = a_0 + \sum_{n=1}^{\infty} \left(a_n \cos \frac{n\pi x}{L} + b_n \sin \frac{n\pi x}{L} \right)$$

* *Some Submissions*

Compliance to EARF Guidelines

1. Eligibility (Who can apply for funding ?).

Research suppliers are bonafide registered entities such as universities, research organizations or firms with a credible research capacity and experience.

× *Individual Submissions will not be accepted*

Compliance to EARF Guidelines

2. Completeness of the Submission

Verifying the use of the correct formats and ensuring that the submitted pack contains all the required documents;

- × *Incomplete Submissions will be Rejected*
- × *Deviations from pre determined templates will be penalized*

Compliance to EARF Guidelines

Sample Complete Submission :

Component 1: Technical Proposal

- Executive Summary
- Technical bid
- Research methodology (completed in a prescribed template)

Component 2: Commercial Proposal

- Commercial bid

Component 3: Additional Documentation

- Suppliers Checklist
- Supportive documentation (upon request)

Compliance to EARF Guidelines

3. Adherence to Guidelines

Ensuring that your submission adheres to all guidelines as stipulated in the instruction to suppliers.

- × Annexes requested MUST be provided e.g Detailed Workplan*
- × How to Contact EARF during procurement*
- × Signing of Bids*
- × Method of Submission (Email / Portal)*
- × Non Mention of Budget Amount on the Technical Bid*

Compliance to EARF Guidelines

4. Vetting Organisation

PwC Risk team checks organizational history of integrity and possible involvement in illegal activities through interrogation of international databases. .

Technical evaluation – Common Shortcomings

- Quality of personnel not well articulated and demonstrated.
- Capacity to undertake the research work is not well described and demonstrated.
- The approach and methodology to be used in implementing the research work is not appropriate or is not well described.
- Lack of well described supportive annexes e.g WorkPlans
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Commercial evaluation – Common Shortcomings

- × Failure to adhere to Commercial Template provided
- × Incomplete Commercial Bids
- × Failure to illustrate demonstrate how Value for Money will be achieved or Copy and pasting of DFID's VfM as a description and failure to demonstrate how the 3E's will be achieved.
- × Failure to demonstrate Benchmarking of fees or Providing Vague explanation.
- × Inconsistent Budget Totals especially where Budget Ceiling has been communicated
- × Inclusion of Budget amount in the Technical proposal
- × Wrong Calculations
- × Failure to Include relevant Taxes
- ×

Further Reading : www.earesearchfund.org

The screenshot displays the E.A. Research Fund website. At the top left is the E.A.R.F. logo with the text 'EAST AFRICA RESEARCH FUND'. A navigation bar contains links for HOME, ABOUT US, FUND PROCESS, RESEARCH CALLS, PROJECTS, RESOURCES, NEWS, and CONTACT US. The RESOURCES menu is open, listing Articles / Blogs, Frequently Asked, Publications, Forums / Discussions, and Presentations. Below the navigation is a large banner image of green grass. The main content area features the heading 'Articles and Blogs' and a featured article titled 'Common Mistakes and Shortcomings in Application Bids'. The article is submitted by earf_admin on Fri, 2016-08-05 14:32. It includes a red graphic with the text '#Mistake' and a paragraph explaining that the fund considers only proposals submitted after a competitive call, which undergo three levels of evaluation: compliance, technical, and commercial. Reports are generated at each stage to inform applicants. Below the article are links for 'Read more' and 'Add new comment'. To the right of the article is a search bar and a 'FOLLOW US ON TWITTER' section. The Twitter section shows a tweet from E.A. Research Fund retweeted by 'Feed the Future' (@FeedtheFuture). The tweet text reads: "We have unfinished business: The African Green Revolution" @StriveMasiyiwa quotes #NormanBorlaug at #AGRF2016.