**Title of the project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*Please indicate which of the partners is the designated coordinator of the co-design phase.*

**A partnership project implemented by:**

# [Name and address of the African partner institute]

[Contact details of focal point(s)]

# [Name and address of the German partner institute]

[Contact details of focal point(s)]

# [If applicable: Name and address of a third partner institute]

[Contact details of focal point(s)]

[Logos of partner institutions]

*This* ***application template*** *is to be filled out by the partner institutions together and submitted in English with a maximum of 15 pages to* [meerwissen@giz.de](mailto:meerwissen@giz.de)  *by 31* ***December 2021****. Please submit ONE template per partnership project. Also, please use the following format criteria: 12 pt. font, Calibri and 1.15 line spacing.*

*The template consists of two parts:* ***Part A is the concept note for the partnership project*** *with a duration of two years.* ***Part B is the proposal for the co-design phase*** *of six – nine months taking place prior to the partnership project.*

## **PART A: CONCEPT NOTE FOR TWO-YEAR PARTNERSHIP PROJECT**

*The following concept note for a two-year partnership project will be evaluated as a first draft and is expected to be revised through the co-design process and presented in more detail prior to the actual start of the partnership projects – which will take place upon completion of the co-design phase.*

**Executive Summary**

**[***State the* ***overall******goal****,* ***main objectives****,* ***beneficiaries, expected outcome and******results****]*

Max. 500 words

# Partnership

* 1. Project implementing institutions

*[****Name****,* ***contact details*** *and* ***brief description*** *of all partnering institutions]*

Max. 100 words per partner

* 1. Collaboration

*[Brief description of past cooperation (if applicable) and/or present partnership. Brief description of the envisioned* ***responsibilities and roles*** *of the partners in the implementation of the proposed project.]*

Max. 200 words

# Project

* 1. Context and Relevance

*[Please describe the project* ***context, relevance, status of knowledge, gaps and needs****? How does the project contribute to the knowledge base needed to design, plan and implement nature-based solutions that address concrete societal challenges? Why and for whom is the topic and the societal challenge particularly relevant? Are there synergies with existing initiatives or programmes? Are there scientific gaps? Is there a concrete* ***need for policy development****? How will the project contribute to improving the situation at the science-policy-society interface? Please consider scientific, social and political aspects as well as local, national, regional and international levels. How and to which SDGs does the project contribute?]*

Max. 500 words

# Project description

# Overall goal and outcome

*[Specify the overall objective, the envisioned outcome and* ***expected******results****]*

Max. 150 words

# Approach

*[Please describe the project approach by shortly explaining* ***planned measures****, including their respective* ***objective and******activities****.]*

Max. 1000 words

# Timeline

*[Include a rough project timeline for the implementation of the proposed project in 24 months. You are free to use any format that suits you best.]*

# Access to data and information

*[How will the project contribute to an improved* ***data basis, access to data and information and/or harmonization of data****?]*

Max. 150 words

# Stakeholder dialogue and knowledge-transfer at the science-policy-society interface and dissemination

*[Please describe briefly how you intend to carry on your* ***stakeholder engagement*** *during the implementation phase of the project. How will decision-makers and other stakeholders be involved? How are* ***gender and intergenerational equity*** *dimensions considered?* *How and to whom will project results be* ***communicated /******disseminated*** *for further use?]*

Max. 200 words

# Alignment with Ocean Decade Action Framework

*[Please briefly describe how the project contributes to one or more of the Ocean Decade Challenges and one or more of the Ocean Decade objectives? For details see* [*Ocean Decade Implementation Plan*](https://oceandecade.org/resource/108/Ocean-Decade-Implementation-Plan--Final-Version)*]*

Max. 200 words

# Capacity development

*[What is your approach to develop capacities? At* ***which level*** *(institutional, individual,...) and among* ***which actors*** *will capacities be developed?]*

Max. 150 words

# In-kind contributions

# *[Brief list of non-monetary contributions]*

Max. 10 bullet points

# Estimated budget requirements

*[Overview of the rough allocation of the budget by main expenditure items and implementing partner in a table format;* ***cost categories****: Personnel, Consultants, Travel, Transport, Event, Equipment, Consumables, Other. Please adjust number of measures and lines.]*

|  |  |  |  |
| --- | --- | --- | --- |
| **Cost category** | **Implementing Partner** | **Description of item** | **Amount in Euro** |
| **Measure 1** | | | |
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| **Measure 2** | | | |
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| **Measure 3** | | | |
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| **Measure 4** | | | |
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## **PART B: PROPOSAL FOR CO-DESIGN PHASE**

The co-design phase will precede implementation of the partnership project. It is intended as an opportunity to build a trustful partnership of equals among implementing partners and to engage with other stakeholders in the process of project design and planning. This is to ensure that MeerWissen projects are truly jointly developed and implemented and address concrete needs, thus transforming the research process itself. Please ensure that your proposal for this phase is thoroughly explained in the following section and that it is aligned with our [published guidance](https://meerwissen.org/3rd-call-for-proposals/documents).

1. Co-design description
   1. Relevance and Goal

*[Briefly describe the overall goal for and the relevance of a co-design phase for this project. What your objectives? How will this (extra) time be used prior to project start and for which purpose?]*

Max. 250 words

* 1. Approach

*[Consider the four Co-design features from the MeerWissen Guidance on Co-design. Please describe your approach for this phase, including measures and objectives, regarding the following features:*

1. Common vision and understanding

*[Please describe your ideas and approach for how to arrive at a common vision for the partnership project and a common understanding among all actors involved]*

Max. 200 words

1. Stakeholder engagement

*[Please identify key stakeholders, beneficiaries, your target group(s) and additional cooperation partners (if applicable).* ***How will they be involved****? Are* ***gender*** *and intergenerational* ***aspects*** *taken into account? What is your approach to engage or interact with* ***decision-makers, primarily policy-makers and especially under the current pandemic situation****? Which formats do you plan to use for stakeholder engagement? How will you support knowledge-based decision-making?]*

Max. 250 words

1. Project and partnership management

*[Briefly describe your strategy for building a partnership of equals and for establishing all necessary project management structures including communication, roles and responsibilities, workflows and matters of gender and generational equality.]*

Max. 400 words

1. Sustainability

*[Please describe your approach and actions during co-design for ensuring that the project’s results including any structures established (such as data bases, platforms, etc.) will be transferred and used by relevant actors after the project ends]*

Max. 250 words

* 1. Documentation and sharing of co-design experience and lessons learned

*[Please describe how project partners will jointly reflect, evaluate, document and share experiences and results during the remainder of the Co-design phase until full implementation commences (roughly three months, since full proposal is due three months prior to co-design ending). Try to choose a creative and innovative approach that makes concrete suggestions for reflecting, documenting, and sharing lessons learned from the co-design phase and the knowledge products envisaged.]*

Max. 200 words

* 1. Risk assessment

*[(a) A short statement of* ***possible risks*** *and how they will be addressed, particularly regarding adjustments (travel restrictions, etc.) due to the current pandemic (COVID-19).*

*(b) A short statement of* ***possible risks*** *(beyond the current pandemic) and how they will be addressed.]*

Max. 200 words

* 1. Measures

*[Please provide information on the measures you are planning to implement your co-design strategy****,*** *highlighting their respective* ***objective*** *(including an* ***indicator*** *how to measure progress, if possible),* ***approach****,* ***activities*** *and* ***expected******outputs****/****results in the overview table provided below and provide*** *a* ***project timeline*** */ Gantt Chart.*]

1. Overview table of the measures:

[Please adjust the number of measures/lines as needed*.*]

|  |  |  |  |
| --- | --- | --- | --- |
| **Activities** (Please name activity and the country, where it takes place) | **Expected output** | **Other involved actors** | **Responsibility/**  **lead** |
| **Measure 1:** | | | |
| **Objective & Indicator:** | | | |
| **Approach:** | | | |
| [Activity 1] |  |  |  |
| [Activity 2] |  |  |  |
| [Activity 3] |  |  |  |
| **Measure 2:** | | | |
| **Objective & Indicator:** | | | |
| **Approach:** | | | |
| … |  |  |  |
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| **Measure 3:** | | | |
| **Objective & Indicator:** | | | |
| **Approach:** | | | |
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| **Measure 4:** | | | |
| **Objective & Indicator:** | | | |
| **Approach:** | | | |
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1. Project timeline / Gantt Chart:

*[Please provide a timeline for your measures and activities for the six – nine months of the co-design phase. You are free to use any format that suits you best, see example below.]*

