

WOLAITA SODO UNIVERSITY
OFFICE OF THE VICE PRESIDENT FOR RESEARCH AND TECHNOLOGY
TRANSFER
GUIDELINE FOR COMMUNITY ENGAGEMENT PROJECT (CEP) PROPOSAL
DEVELOPMENT

GENERAL DIRECTIONS

Please read carefully the directions given in this document and include all the mandatory sections in your Community Engagement (CE) project proposal. As your project proposal will be forwarded to anonymous reviewers, the clarity of your project matters a lot for it to be evaluated/assessed successfully. Craft your CE proposal by strictly adhering to the directions in this document. The font size should be 12 and with Times New Romans font type and spacing of 1.5. Detailed elaboration of what your proposal must include is given below:

1. Title of The Community Engagement (CE) Project Proposal

The title should:

- be concise, specific, and descriptive of the CE's focus and approach
- Self-explanatory
- Free of any abbreviations/acronyms
- Maximum of 30 words

2. Team Composition (*Not to be Included in Proposal Document*)

Team members must be organized in such a way that it addresses multi/inter-disciplinary expertise, senior-junior staff mix, gender fairness (25% proportion) and inclusion of students (when necessary). The community engagement (CE) project leader cannot assume the same role for other projects in the given fiscal year, but he/she can be members in three other projects. *Do not show the names of CE project leader and members in your proposal document.*

3. Total Amount of Grant Requested (ETB) _____

Budget ceiling for development projects = Max. 5,000,000.00

Budget ceiling for capacity building training = Max. 1,000,000.00

4. Duration of the Project: ----- Years

COMMENCEMENT	TERMINATION

5.Type of the project

Here you should indicate the type of the project (Capacity building, Developemnt).

6. Table of Contents

7. Executive Summary

This is an overview of the intentions of the project, the actions that would lead to the desired outcomes. This section includes background, rationale including of why the topic was chosen, intervention strategy, expected outcomes and envisaged impacts (Max 1 page).

8. Background and Justification

Here you are expected to give important information about the scientific background of the project, its relevance to add value in knowledge, skill, perception/attitude, development and problem solving extent of the community under consideration. It must be aligned with social, environmental, economic and livelihood improvement of the community. Here again, there should be justifiable reason to give priority and the extent it solves the pressing problem of the society (Max 3 pages).

9. Objectives of the project (Both General and Specific)

List the general and specific objectives of the project. It must be in line with the title, attainable, measurable, and realistic and time bounded.

10. Implementation Strategy

This should answer the geographical location where the project will be implemented: What are the specific activities to be accomplished in the project life span; Details of how it is implemented and who are target groups it addresses etc... These should further include the scientific logical order of the activities with scientific justification to achieve the desired goal of the project (Max 2 pages).

11. Stakeholders Analysis

Identify key stakeholders relevant to your project, describe how they are interested, influence and benefit from the proposed CE. In addition, elaborate how the identified stakeholders can engage in the proposed project (stakeholders' engagement strategy). Describe how the CE project is co-created with stakeholders and what steps you would take to create conditions for uptake of the resulting new knowledge, services or applications that support development (Max. 2 pages).

Stakeholder analysis: describe and analyse the **key** stakeholders that will be involved in, or will benefit from the project. These include both internal (inside WSU but external to the CE project team) and external (outside WSU) stakeholders, and direct and indirect beneficiaries.

Stakeholder	Interest/influence	How will the stakeholder be involved in the project (stakeholder engagement strategy)

12. Expected outputs/outcomes

Clearly indicate what are the immediate outputs, the expected outcomes and the long lasting impacts that are aligned with specific activities and objectives of the project.

13. Benefits & Beneficiaries of the project

State and identify who will be benefits and how many beneficiaries will be involved either directly or indirectly from the project outcomes/outputs.

14. Sustainability of the project (with clear exit strategy)

This ensures the long lasting impact of the project. It emanates from how the society accepted the project and how much it solved the pressing problem or improved the livelihood of the community. It also determined by the level of engagement and sense of belongingness. Thus, ensuring sustainability and strategic exit of the project to handover to the community is paramount importance. It also implies the impact of the project.

15. Monitoring, Evaluation, Accountability and Learning (MEAL)

Monitoring, Evaluation, Accountability, and Learning (MEAL) are used to assess the progress, impact, and effectiveness of the CE project. It involves systematically tracking progress, evaluating outcomes, ensuring accountability, and using findings to learn and improve. MEAL is crucial for demonstrating the impact of interventions, making adjustments, and fostering continuous improvement within organizations and systems (Max 1 page).

16. Quality Assurance

Implementation process requires data quality and reliability throughout the project process. This requires following scientific procedures, professional ethics, timely monitoring and evaluation. The data & information generated must be genuine, with clear implementation of all intended activities within the given time period.

17. Ethical Considerations

Key elements include informed consent, confidentiality and anonymity, minimizing harm, and responsible data use. Researchers must also be mindful of their role and potential biases, ensuring a reflexive approach to data collection and analysis. Ethical clearance must be obtained from the WSU Institutional Research Review Board (IRRB) and/or the relevant concerned institution in the case of human and animal involvement, as well as the use of genetic materials from plants and animals. The CE project must describe the risks involved, the levels of damages to which the project subjects are exposed to and the assurance of mitigations. In addition, projects involving documentation of indigenous knowledge must assure access and benefit sharing to the owners of the knowledge (Max. 1 page).

18. Risk Identification and Cope up Strategy

Researchers are expected to identify the uncertain events that will be potential challenges in the implementation of the project ahead. We have to think ahead for something unseen during the process of project life and at least to be ready to tackle it in one or other alternative mechanisms. Proactively identifying potentials, threats, and challenges that could affect the project's success is very important to minimize the impact of these challenges. Hence, this helps in developing strategies to mitigate/reduce or avoid these risks minimization (Max 1 page).

19. Dissemination Plan

Indicate how it is further scaled up/ disseminated for target end users.

20. Work Plan

Describe detailed indicative operational plan (IOP) of your CE project using Gantt chart (Max. 1 page).

21. Logistics and Budget Plan

Applicants/researchers are encouraged to propose a feasible and realistic budget as per the demand of the project. All line items must list the unit cost and quantity of that item with the required specifications. The investigators/researchers are expected to have detail information about the market prices of the consumables, inputs, materials and personal costs including per diems and labour costs.

(a) Materials/inputs and Consumable

No	Item	Unit	Quantity/amount	Specification	Unit price in Birr	Total price in Birr

			required			
1						
2						
	Sub-Total					

(b) Personnel Costs

Please use government per-diem rates for your specific study areas for researchers, field technicians, and driver(s). Please also use government daily rates for labourers and local field assistants.

No	Type of activity	Unit	Total Number	Daily payment rate (Birr)	Total payment (Birr) (
1					
2					
	Sub-Total (Birr)				

(c) Estimated Fuel Cost

No	Budget line	Unit	Quantity	Expenditure	
				Unit cost	Total cost
1					
2					
Sub Total (Birr)					

(d) Budget Summary

No.	Budget line	Year I	Year II	Year III	Year IV	Total
1	Equipment and consumables					
2	Personnel cost					
3.	Fuel cost					
Total						

22. References

All literature source materials used in the compilation of the project document should be referenced. Please use American Psychological Association (APA) citation and referencing formats consistently.