

## ITPP Project Proposal Preparation and Review Timelines and Process

Date	What To Do	Details
January 1 to July 15, 2009	Identify parameters for proposal.	<ul style="list-style-type: none"> <li>Meet with CIDA to discuss trends, focus, priorities and policies that govern acceptance of the next proposal.</li> </ul>
July 28 to Aug. 31, 2009	IPM Conference.	<ul style="list-style-type: none"> <li>Partners identify current successes and what to build on for the next proposal.</li> <li>Partners identify Goal, Ultimate and Intermediate Outcomes for 2011 to 2016 ITPP.</li> <li>Through e-mail discussion confirm final wording for the Goal, Ultimate and Intermediate Outcomes of the 2011 to 2016 ITPP.</li> </ul>
August 31, 2009 to December 31, 2009	Projects identify target groups and needs and wants of beneficiaries.	<ul style="list-style-type: none"> <li>Get stakeholder input: consultations with organization members, other agencies and project beneficiaries.</li> <li>Confirm support from partner organizations by getting a formal letter of commitment.</li> <li>Analyse and synthesize stakeholder input.</li> <li>Get input from Cdn partner and AIC by e-mail and face-to-face during professional exchange visits.</li> </ul>
October 8, 2009	Send Project Proposal Guidelines and Toolkit to all Project Partners	<ul style="list-style-type: none"> <li>Project Proposal Guidelines and Toolkit sent to all Project Coordinators.</li> <li>Project Coordinators discuss by e-mail and develop a work plan for designing their new project.</li> </ul>

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		<ul style="list-style-type: none"> <li>• Confirm Project Coordinators and Project Coordinating Committee members in Canada and South.</li> </ul>
January 1, 2010 to May 31, 2010	Project Partners develop project proposals.	<ul style="list-style-type: none"> <li>• Describe project concept and target group.</li> <li>• Determine Immediate Outcomes, Outputs and Activities.</li> <li>• Develop budget including In Kind contributions.</li> <li>• Complete PMF with activities and indicators.</li> <li>• Get input on questions, plans, budgets or ideas from your Cdn partner and AIC via e-mail or during professional exchange visits.</li> <li>• Confirm Public Engagement component (Cdn partners).</li> <li>• Get input on analysis of risk and risk management from Cdn partner and AIC.</li> <li>• Complete Investment Risk Register.</li> </ul>
January 1, 2010 to May 31, 2010	Projects submit draft proposals and budgets to AIC and AIC provides informal feedback on project proposal plans and budgets.	<ul style="list-style-type: none"> <li>• If you are submitting a proposal with an increased budget, be prepared to reduce your budget in some areas in case CIDA's funding will not allow the increase. Build in South-South and gender initiatives within main budgets. Cooperation among projects needs to be included in budgeting.</li> </ul>

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		<ul style="list-style-type: none"> <li>• If there is additional money later due to under expenditure, there will be potential for distribution among projects, but do not count on having funds for unbudgeted initiatives.</li> </ul>
February 16, 2010	AIC meets informally with CIDA to discuss main components of the new program.	<ul style="list-style-type: none"> <li>• Present information to CIDA.</li> <li>• Obtain information from CIDA.</li> <li>• If necessary, review and revise program and/or project plans before submitting proposal to CIDA.</li> <li>• If necessary, review and reduce budgets before submitting proposal to CIDA.</li> </ul>
June 1, 2010	Partners send project proposals to AIC.	<ul style="list-style-type: none"> <li>• Proposals are sent to AIC.</li> <li>• AIC resends each Southern Project Partner the project criteria by which proposals are assessed (the same criteria as previously provided during the proposal presentation stage) and one proposal from another project to review.</li> <li>• The SPC gathers a review team which reads and critiques the proposal with special attention to: aspects to replicate, areas of concern, and recommendations to improve the plan and its implementation. The critique is kept in confidence and sent to AIC by June 30<sup>th</sup>.</li> </ul>

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June 1, 2010 to June 30, 2010	Review of Project Proposals.	<ul style="list-style-type: none"> <li>• AIC convenes a face-to-face meeting of Canadian Project Coordinators (CPC), AIC International Program staff and several resource people who have backgrounds in international development and agriculture to review all project proposals.</li> <li>• The participants are divided into groups, each group with CPCs, AIC staff and resource people. The groups review proposals to which they are not connected and provide AIC staff with reports.</li> <li>• AIC collates the reviews and sends a summary to the SPCs and CPCs for each project to use in revising their project plans and incorporating pertinent aspects of the reviews as they implement their projects.</li> <li>• AIC staff sends a summary of all the best practices to all SPCs and CPCs encouraging them to incorporate the best practices where they are able to during the implementation of their project.</li> </ul>
June 2, 2010 to August 31, 2010	AIC and partners finalize the Program proposal.	<ul style="list-style-type: none"> <li>• AIC uses the reviews to incorporate best practices and building on successes into the final version of the Program proposal.</li> <li>• Partners use information from the reviews, the best practices and building on successes from all proposals to incorporate pertinent information into their project plans and budgets.</li> </ul>

Date	What To Do	Details
September 2010	Submit proposal to CIDA.	<ul style="list-style-type: none"> <li>• CIDA reviews proposal and asks for additional information if needed.</li> <li>• CIDA gives an initial response to the proposal.</li> </ul>
September 2010 to February 2011	Discussions with CIDA on the proposal.	<ul style="list-style-type: none"> <li>• AIC conducts discussions and negotiations with CIDA on content and budget.</li> </ul>
September 2010 to February 2011	Revisions as needed	<ul style="list-style-type: none"> <li>• Based on comments and feedback from CIDA, AIC revises the Program plan and budget.</li> <li>• Based on comments and feedback from CIDA and guidance from AIC, project partners revise their project plans and budgets.</li> </ul>
March 2011	AIC signs Contribution Agreement with CIDA.	<ul style="list-style-type: none"> <li>• Signing of Contribution Agreement with CIDA.</li> </ul>
March 15-30, 2011	AIC signs Three Party Letters of Agreement with partners.	<ul style="list-style-type: none"> <li>• Discussion with each project on any necessary changes to the project plan and budget to ensure it complies with and supports the final Program Plan and Budget and the Contribution Agreement.</li> <li>• Signing of Three Party Agreements.</li> </ul>

Date	What To Do	Details
April 2011	First advance payment to projects.	<ul style="list-style-type: none"> <li>• AIC requests first advance from CIDA.</li> <li>• CIDA sends first advance to AIC.</li> <li>• Projects request first advance from AIC</li> <li>• AIC sends first advance to projects.</li> </ul> <p style="text-align: right;"><b>ACTIVITY BEGINS!</b></p>