

Expert Group for Aid Studies

UD 2013:01

Guidelines for project proposals

The Expert Group for Aid Studies has an overall mandate to evaluate and analyse Swedish development cooperation and to contribute to a wider and deeper basis for policy making as well as to the public debate on aid issues. Our working methods include the commissioning of evaluations and analyses (studies). Studies are communicated and disseminated through seminars, workshops or other knowledge sharing activities. For more information on the EBA, and our work, please see www.eba.se

Decisions on new studies are made by the Expert Group on the basis of a project proposal in Swedish or English (3-5 pages) which should contain the following information:

Background

Explain the background of the project proposal, how the study would contribute to the overall aim of the EBA and how the study relates to Swedish development cooperation. This section should provide a general understanding of the project theme and create an interest in the proposed study.

Project theme/question(s) and motivation

Formulate the overall focus of the study as well as the specific objective or the question(s) to be investigated in more detail. Be as precise as possible. Explain the character of the study, for example, whether it is an evaluation, a descriptive mapping, a summary and review of current knowledge, an empirical analysis or an application of a theoretical approach.

This section should also include a description of the rationale for why the proposed study is interesting and relevant, as well as information on how it relates to or complements the current knowledge base and similar studies.

Target group

Specify the intended audience for the report.

Methods and literature/data to be used

Explain how the study will be conducted, and the methodological approach or framework for analysis that will be used. Specify the different steps in the process and describe what sources of information that will be used.

Scope and limitations

Describe the scope and limitations of the study. This could be done in different ways depending on the focus of the study, e.g. in terms of time period, geographical coverage, number and character of cases, sources of data and information. Specify possible implications of the limitations of the study, i.e. aspects that will not be covered or analysed as well as possible weaknesses in the material.

Tentative results

Describe the expected results of the study and for whom that information/knowledge may be useful. Clearly state hypotheses and share thoughts on the expected results. The author should also consider possible policy implications and recommendations that could emanate from the study.

Format and estimated length of the report

Reports should be of scientific quality, be written in accessible language (in Swedish or English), avoid technical terms, and contain a summary. The author should describe the length of the report which normally should not exceed 25.000 words (about 50 A4-pages), excluding annexes.

Estimated time for the study and time period for its execution

Describe how much time will be used for the study and the time period for its execution. If there are several authors, explain the division of work.

Authors are asked to include time for 2-4 reference group meetings during the period of execution, and for discussions with the EBA secretariat on new drafts, some of which can be held as video conferences for residents outside Stockholm.

Proposed budget

The budget should include all costs for the author(s) related to the execution of the study, including travel costs etc. to reference group meetings as well as for participation in dissemination activities after the report has been finalised.

Name/s of author/s, CV and contact information

Authors who are interested in writing a report to the EBA should have documented expertise in the areas to be covered in a report. Please highlight any special expertise that will be used in the implementation of the study, and attach a recent CV for all authors.