

# How to Write Effective Proposals

## Sample Proposals

### Your Assignment

- Read the call for applications and the two sample proposals.
- Pretend you have US\$5,000 in grant money to distribute. How much would you give to each of these applicants and why?

### Call for Applications

#### LANDMINE AND CLUSTER MUNITION MONITOR

<b>Position Title:</b>	Researcher
<b>Location:</b>	Flexible
<b>Reporting Relationships:</b>	Reports to Program Manager
<b>Contract Period:</b>	January-December 2010
<b>Compensation:</b>	Range from US\$250-4,000
<b>Deadline for Applications:</b>	Thursday 31 December
<b>Starting Date:</b>	Monday 18 January

Landmine and Cluster Munition Monitor is the research and monitoring initiative of the International Campaign to Ban Landmines (ICBL) and the Cluster Munition Coalition (CMC). It is the *de facto* monitoring regime for the Mine Ban Treaty, a role it plans to undertake for the Convention on Cluster Munitions. It assesses the international community's response to the humanitarian problem caused by landmines, cluster munitions, and other explosive remnants of war (ERW) including cluster munitions, and reports on state implementation of and compliance with relevant international legal instruments.

#### Position Summary:

Landmine and Cluster Munition Monitor is composed of a network of over 60 primarily in-country researchers, an Editorial Team, and is coordinated by an Editorial Board. Researchers contribute desk and/or field research for reports on countries and other areas included in online country profiles.

Landmine and Cluster Munition Monitor is seeking researchers to contribute to its 2010 online country profiles and other related research products including Landmine Monitor and Cluster Munition Monitor. Researchers who have contributed to Landmine Monitor reports in the past, as well as researchers new to the initiative are encouraged to apply.

All researchers must be from civil society. Applications from individuals working for any government entity will not be accepted. In the past, researchers have included campaigners, journalists, academics, and research institutions.

This position involves part-time research and writing from January-April, and researchers must be available from May-December respond to requests for clarification or additional information during the editing process. All interested applicants should review our previous reports, available online at [www.the-monitor.org](http://www.the-monitor.org). Researchers must conduct research and writing to Landmine and Cluster Munition Monitor's rigorous standards.

#### Major Responsibilities:

- Identify and interview key information sources in government, international organizations, NGOs, landmine/cluster munition/ERW survivors, media, and others;
- Monitor and report on national and regional media coverage of the landmine, cluster munitions, and ERW issues;

- Conduct web research on information in the public domain about landmines, cluster munitions, and ERW;
- Conduct field research as necessary and as approved by the Editorial Board;
- Conduct research interviews at Mine Ban Treaty and Convention on Cluster Munitions-related meetings and forums as necessary;
- Respond promptly and thoroughly to requests for information from the Editorial Team;
- Write research according to Landmine and Cluster Munition Monitor's research and writing style;
- Submit draft research for review by 1 April 2010.

### Requirements:

- Availability to conduct research and respond to requests for additional information from January to December 2010;
- Demonstrated ability to conduct high quality desk and field research on peace, conflict, development or other humanitarian issues, and knowledge of disarmament issues is desirable;
- Ability to contact and interview key actors including government officials, international organizations, NGOs, and landmine/cluster munition/ERW survivors;
- Ability to write clearly and concisely in English or the capacity to translate research materials and communications between English and another language;
- Superb organizational skills and attention to detail;
- Functions well under pressure, can handle numerous tasks simultaneously and excellent time management skills, including the ability to work to tight deadlines;
- Regular (at least once per week) access to the Internet and email;
- Working knowledge of Microsoft Word and Excel; and
- Able to travel to relevant international fora and on research field missions as needed.

### Application Procedure:

- Submit the following documents to [monitor@icbl.org](mailto:monitor@icbl.org) (only electronic applications will be accepted):
  1. Completed application form
  2. Updated curriculum vitae
  3. One page professional writing sample
- Applications must be received by **Thursday 31 December 2009**.
- Telephone interviews and reference checks may be required as part of the selection process. All applicants will be notified about the success of their application by 15 January 2010.
- The ICBL is committed to employment equity and encourages applications from all qualified candidates.

## Sample 1

Application to research the following countries/areas (see separate list of countries/areas):			
<b>Contact Details</b>			
Organization (if applicable)	NGO	Country Timbuktu	
Primary Researcher's Name	Joe Smith	Telephone 00 2 382 8374	
Secondary Researcher's Name (if applicable)		Mobile	
Street Address	1 Main Street	Fax	
City, Postal Code		Email (primary researcher)	
Postal Code		Email (secondary researcher)	
<b>Select (✓) the thematic areas you are willing to research for each country/area you are applying for. You do not have to select all thematic areas.</b>			
Landmine ban policy		Mine action x	
Cluster munition ban policy x		Casualties and victim assistance	
<b>Indicate your level of knowledge for each area of research (1 = strong knowledge, 4 = no knowledge).</b>			
Landmine ban policy		Mine action 1	
Cluster munition ban policy 1		Casualties and victim assistance	
<b>Would you like to be a researcher or an information provider (select one)?</b>			
Researcher (research and draft report)		Information provider (research and submit raw	

		research findings but do NOT write a draft report)	
<b>Language, travel and availability</b>			
What language(s) do you fluently write and speak? English and French		Will you be located in the country/area of research during the research period? yes	
What is your time availability from January to December 2010? All the time		Are you available to travel to the country/area of research if needed? yes	
<b>List all information sources in government, international organizations, NGOs and others who you will contact during the course of this research.</b>			
Name	Organization	Purpose for contacting	Interview date Field research required (√)
<b>List all websites that will be used during the course of this research.</b>			
Name	URL	Name	URL
<b>Provide details about your skills and experience in the areas listed below.</b>			
Desk research experience	I did it before		
Field research experience	I did it before		
Disarmament work experience			
Publications researched and/or written			
Ability to meet strict deadlines			
Internet and email access (frequency and quality)			
Computer software proficiency			
<b>List three professional references that we may contact regarding your research and writing skills.</b>			
Name	Organization	Relationship	Email
<b>ONLY complete this section if you have not previously researched the countries/areas you have applied for in this application.</b>			
How would you identify the key people to contact during the research? Where would you find their contact details?			
How would you conduct background research on the country/area's landmine situation?			
How would you conduct interviews if you did not speak the local language or reside in the country/area of research?			
<b>Organization details (complete if you are applying on behalf of an NGO).</b>			
Founding date		Main goals and activities	
Organizational structure		Landmine/ERW related work	
<b>Budget (only complete if you require funds to carry out this research.</b>			
Researchers work part-time and receive a small consultant fee ranging from US\$250-4,000 paid in two installments, half the fee after the first research is submitted (1 April), and half after the second research is submitted (1 September).			
<b>Budget Item</b>	<b>Cost (US\$)</b>		
Data collection and analysis	\$ 400		
Travel for field research (provide details)	\$ 600		
Translation	\$ 400		
Other (provide details) security,hotel and traditional costum	\$ 1020		
<b>TOTAL</b>	<b>US\$ \$2420</b>		

## Sample 2

<b>Application to research the following countries/areas (see separate list of countries/areas):</b>			
Minefreelandia			
<b>Contact Details</b>			
Organization (if applicable)	Peace and Development	Country	Minefreelandia
Primary Researcher's Name	Jane Doe	Telephone	+912-136-2302
Secondary Researcher's Name (if applicable)		Mobile	+912-136-2304
Street Address	101 1 <sup>st</sup> Avenue	Fax	
City, Postal Code	Surrey	Email (primary researcher)	Jane.doe@gmail.com

Postal Code	2034	Email (secondary researcher)	N/A
<b>Select (✓) the thematic areas you are willing to research for each country/area you are applying for. You do not have to select all thematic areas.</b>			
Landmine ban policy	✓	Mine action	✓
Cluster munition ban policy	✓	Casualties and victim assistance	✓
<b>Indicate your level of knowledge for each area of research (1 = strong knowledge, 4 = no knowledge).</b>			
Landmine ban policy	1	Mine action	1
Cluster munition ban policy	1	Casualties and victim assistance	1
<b>Would you like to be a researcher or an information provider (select one)?</b>			
Researcher (research and draft report) ✓		Information provider (research and submit raw research findings but do NOT write a draft report)	
<b>Language, travel and availability</b>			
What language(s) do you fluently write and speak?	Minefreelandian, Noclusterian, English	Will you be located in the country/area of research during the research period?	Yes
What is your time availability from January to December 2010?	Evening hours, weekends and holidays	Are you available to travel to the country/area of research if needed?	Yes

**List all information sources in government, international organizations, NGOs and others who you will contact during the course of this research.**

Name	Organization	Purpose for contacting	Interview date
Andrew Moore	Halo Trust	MC, MRE	
Maia Kuparadze	UNICEF	MRE	
Jonathon Guthrie	NPAID	MC	
Luka Buhin	ITF	MA coordination	
Randy Carrol	IMAPP	MA coordination	
Herbi Elmazi	ICRC	MRE VA	
Didier Reck	ICRC	VA	
Marika Maglakelidze	GEFPRO	VA	
Markus Haake	Geneva Call	NSA	
Giorgi Gogia	HRW	MA	
Madonna Kharebava	DEA	VA	
Kartlos Koranashvili	MoD	MC, Ban, Use	
Irakli Kochashvili	MoD	MC, Ban, Use	
Giorgi Dolidze	MFA	MC, Ban, Use	
Lolita Shengelia	MoHP	VA	
Maria Van Reiten	EC	MA	
Maya Buchukuri	ICBL GC	MRE, VA	
Gvansta Kvinikadze	NAMSA	MA	

**List all websites that will be used during the course of this research.**

Name	URL	Name	URL
Governmental structures		Media	
President apparatus	<a href="http://www.president.gov.ge">www.president.gov.ge</a>		<a href="http://www.tvsakartvelo.ge">www.tvsakartvelo.ge</a>
MFA	<a href="http://www.mfa.gov.ge">www.mfa.gov.ge</a>		<a href="http://www.rustavi2.com">www.rustavi2.com</a>
MoD	<a href="http://www.mod.gov.ge">www.mod.gov.ge</a>		<a href="http://www.imedi.ge">www.imedi.ge</a>
MoHLSA	<a href="http://www.moh.gov.ge">www.moh.gov.ge</a>		<a href="http://www.1tv.ge">www.1tv.ge</a>
EU-NATO	<a href="http://www.eu-nato.gov.ge">www.eu-nato.gov.ge</a>		<a href="http://www.geotimes.ge">www.geotimes.ge</a>
MIA	<a href="http://www.police.ge">www.police.ge</a>		<a href="http://www.novosti.ge">www.novosti.ge</a>
Ombudsman apparatus	<a href="http://www.ombudsman.ge">www.ombudsman.ge</a>		<a href="http://www.interpressnews.ge">www.interpressnews.ge</a>
Parliament	<a href="http://www.parliament.ge">www.parliament.ge</a>		<a href="http://www.abkhazeti.info">www.abkhazeti.info</a>
GRCS	<a href="http://www.redcross.ge">www.redcross.ge</a>		<a href="http://www.alaniatv.com">www.alaniatv.com</a>
GEFPOR	<a href="http://www.gefpor.ge">www.gefpor.ge</a>		<a href="http://www.anspress.com">www.anspress.com</a>
<b>International structures</b>			<a href="http://www.south-osetia.kavkaz-press.org">www.south-osetia.kavkaz-</a>
UN	<a href="http://www.unog.ch">www.unog.ch</a>		<a href="http://www.osinform.ru">www.osinform.ru</a>
UN	<a href="http://www.treaties.un.org">www.treaties.un.org</a>		<a href="http://www.cominf.org">www.cominf.org</a>
Geneva Call	<a href="http://www.genevacall.org">www.genevacall.org</a>		<a href="http://www.is.park.ru">www.is.park.ru</a>

HRW	<a href="http://www.hrw.org">www.hrw.org</a>		<a href="http://www.kommersant.ru">www.kommersant.ru</a>
EC	<a href="http://www.delgeo.ec.europa.eu">www.delgeo.ec.europa.eu</a>		<a href="http://www.abkhazeti.info">www.abkhazeti.info</a>
IMMAP	<a href="http://www.immap.org">www.immap.org</a>		<a href="http://www.eng.kavkaz-uzel.ru">www.eng.kavkaz-uzel.ru</a>
HALO Trust	<a href="http://www.halogeorgia.org">www.halogeorgia.org</a>		<a href="http://www.news.strana.co.il">www.news.strana.co.il</a>
UNICEF	<a href="http://www.unicef.org">www.unicef.org</a>		<a href="http://www.mk.ru">www.mk.ru</a>
NPA	<a href="http://www.npaid.org">www.npaid.org</a>		<a href="http://www.mil.ru">www.mil.ru</a>
ITF	<a href="http://www.itf-fund.si">www.itf-fund.si</a>		<a href="http://www.economist.com">www.economist.com</a>
ICRC	<a href="http://www.icrc.org">www.icrc.org</a>		<a href="http://www.foxnews.com">www.foxnews.com</a>
NAMSA	<a href="http://www.namsa.nato.int">www.namsa.nato.int</a>		<a href="http://www.kommersant.com">www.kommersant.com</a>
USAID	<a href="http://www.georgia.usaid.gov">www.georgia.usaid.gov</a>		<a href="http://www.rosbalt.ru">www.rosbalt.ru</a>
Relief WEB	<a href="http://www.reliefweb.int">www.reliefweb.int</a>		<a href="http://www.newsru.com">www.newsru.com</a>
World Bank	<a href="http://www.worldbank.org">www.worldbank.org</a>		<a href="http://www.livejournal.com">www.livejournal.com</a>
EUMM	<a href="http://www.eumm.eu">www.eumm.eu</a>		<a href="http://www.baltic-course.com">www.baltic-course.com</a>
US State Department	<a href="http://www.state.gov">www.state.gov</a>		<a href="http://www.community-dpr.org">www.community-dpr.org</a>
			<a href="http://www.regnum.ru">www.regnum.ru</a>
			<a href="http://www.grani.ru">www.grani.ru</a>
			<a href="http://www.gzt.ru">www.gzt.ru</a>
			<a href="http://www.novchronic.ru">www.novchronic.ru</a>
			<a href="http://www.auswaertiges-amt.de">www.auswaertiges-amt.de</a>
			<a href="http://www.politicalminefields.w">www.politicalminefields.w</a>
			<a href="http://www.presstv.ir">www.presstv.ir</a>
			<a href="http://www.day.az">www.day.az</a>
			<a href="http://www.trend.smart.az">www.trend.smart.az</a>
			<a href="http://www.palm.rus.newsru.ua">www.palm.rus.newsru.ua</a>
			<a href="http://www.for-ua.com">www.for-ua.com</a>

**Provide details about your skills and experience in the areas listed below.**

Desk research experience	Since 2001 in LM
Field research experience	Since 2001 in LM, also with ICRC
Disarmament work experience	Since 2001 in LM, also with ICRC
Publications researched and/or written	<ul style="list-style-type: none"> <li>- LM report since 2001 (Georgia and Chechnya)</li> <li>- "The role of the OSCE Mission in the South Caucasus regarding weapons and landmines issues" (publ. Volume 16, Number 2, June 2005);</li> <li>- "Problem of explosives and weapon in the zone of Georgian-Ossetian conflict" (published in South Caucasus Security publication on "Georgian-Ossetian conflict settlement");</li> <li>- "Environmental Security: Wars, conflicts, weapon – direct and indirect consequences"- IV Annual International Ecological Center of Caucasus "Ecological security of the Region", 13-14 September 2004;</li> <li>- "Engaging State Actors and Non-State Actors in Landmine Ban" (Abkhazia/South Ossetia cases), F. Publication, 2006</li> </ul>
Ability to meet strict deadlines	High
Internet and email access (frequency and quality)	Permanent
Computer software proficiency	High

**List three professional references that we may contact regarding your research and writing skills.**

Name	Organization	Relationship	Email
I think the best professional references are the very LM thematic coordinators I have been working all these years.			

**ONLY complete this section if you have not previously researched the countries/areas you have applied for in this application.**

How would you identify the key people to contact during the research? Where would you find their contact details?	
How would you conduct background research on the country/area's landmine situation?	
How would you conduct interviews if you did not speak the local language or reside in the country/area of research?	

**Organization details (complete if you are applying on behalf of an NGO).**

Founding date	July 2005	Main goals and activities	To decrease the impact/influence of the population
Organizational structure	Board	Landmine/ERW related work	Involvement in LM and Geneva

**Budget (only complete if you require funds to carry out this research.**

Researchers work part-time and receive a small consultant fee ranging from US\$250-4,000 paid in two installments, half the fee after the first research is submitted.

the second research is submitted (1 September).

<b>Budget Item</b>	<b>Cost (US\$)</b>
Data collection and analysis	<b>1,500</b>
Travel for field research (provide details)	<b>0</b>
Translation	<b>0</b>
Other (provide details)	<b>0</b>
<b>TOTAL</b>	<b>1,500 USD</b>