



SECRETARIAT

# Small-Scale Development Projects *Guide*



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## GENERAL INFORMATION

The small-scale projects are one of the instruments of the technical cooperation of the ERFAN.

To improve living conditions of the local populations in accordance with the beneficiary country's national development priorities, ERFAN uses small projects consisting in a range of small-order tasks.

This systems approach includes assessment of community needs and selecting appropriate solutions to community problems for long-term benefit. The benefits include tangible services provided by technical solutions but also intangible advantages, in terms of inclusion, working organisation, human resources, diversity and gender equality.

The ERFAN small-scale projects are technically feasible and financially viable, and aim at improving the scientific and technical capacity of the beneficiaries. For this reason, they are considered to be results-based.

Expanding or replicating *small-scale* projects, large-scale effects are desired; therefore, the actions should incorporate factors of replicability and reproducibility. It is intended to learn from experience in order to avoid duplication of efforts and increase aid effectiveness.

## FEATURES

The ERFAN small-scale development projects are characterised:

- By a short duration (completed in the same year of funding);
- By small (regional if possible) team, involving OIE Reference Laboratory or Collaborating Center;
- By small budget size (no more than €30,000);
- By a final output;
- By Cost-effectiveness, assured by a rigorous cost-benefit analysis;
- By the balance between the time committed to implementing the project and the time committed to managing the project;
- By focus on a specific actions and a specific location (a in accordance with the internationally recognised principle "*Think Global, Act Local*");
- By high accountability of the actors involved;
- By straightforward monitoring and evaluation processes;
- By High degree of reproducibility and replicability.

## ELIGIBILITY CRITERIA

### FOR ACTIVITIES

The project proposals should meet the following criteria:

- Regional perspective
- Interdisciplinary dimension
- Full compliance with local technical needs
- Close to the ERFAN reference scientific areas
- Inclusive and participatory approach
- Sharing of research results

- Institutional capacity building
- Estimated financial costs not exceeding EUR 30 000

**Some examples of areas of action (non-exhaustive list)**

Examples of eligible activities are:

- Short-term training on the job (in Laboratory/Field)
- Basic scientific research focused on regional priorities, included field activities as samples collection and slaughterhouse survey
- Technical and scientific insights on diagnostic areas carried out routinely in the laboratory, utilising new sampling approach or new technologies as NGS and bioinformatics
- Ring test/Proficiency testing organisation and management, including production of Reference material
- Short expert exchange programme for education and training
- Publishing scientific articles on journals with impact factor

**FOR APPLICANTS**

The Applicant must be an ERFAN partner Institution.

If the candidate is not part of the network, a request for membership must be submitted to the ERFAN Scientific Committee. If positive, a partnership agreement must be signed, before submitting the request for funding.

**FOR COSTS**

Eligible costs include the following items:

- Equipment and consumables, as laboratory materials (up to 2% of the requested funding)
- Transportation, as vehicle, driver, fuel (up to 1% of requested funding)
- Flight tickets, per diem and accommodation (only if strictly related to the training activities and expert exchange)

Concerning consumables (reagents, lab materials), It is recommended to purchase them locally. Local companies must produce quotations and invoices.

Concerning other cost items, the partner Institutions must produce an invoice, addressed to the Istituto Zooprofilattico Sperimentale dell'Abruzzo e del Molise and comprised of all information as specified in the Annex B.

**RESULT INDICATORS**

The following indicators will evaluate the performance:

- No. of samples suggested/No. of samples carried out
- Isolated strains and related tests performed
- Publications in draft or published
- Participation in international and national conferences

- Participation in international and national projects
- Submitting the project proposals to the international/national donors

Quantity information should be provided in order to evaluate the admissibility of expenditure.

## **EVALUATION OF PROPOSALS AND SELECTION CRITERIA**

Project proposals will be assessed using the evaluation criteria in the evaluation grid as Annex D.

## **DOCUMENTS**

- A. Standard application form**
- B. Budget**
- C. Invoice form**
- D. Evaluation criteria**