RESPONSIBLE ARTIFICIAL INTELLIGENCE NETWORK FOR CLIMATE ACTION IN AFRICA (RAINCA)

Proposal Development Training

July 12–14 2023	M Hotel Kigali

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1. Background

The development sector constantly seeks innovative solutions to address pressing societal challenges. Proposal development is crucial in securing funding and support for projects and initiatives aimed at making a positive change. It is essential for organizations and individuals engaged in the development field to possess strong proposal writing skills to effectively communicate their ideas, attract resources, and implement sustainable projects. A Proposal Development Training is being organized in Kigali, Rwanda, from July 12 to 14 by the Responsible Artificial Intelligence Network for Climate Action in Africa (RAINCA) to address this need.

The RAINCA is the hub funded by the Canadian International Development Research Centre (IDRC) that works to foster the responsible use of Artificial Intelligence (AI) for climate action in Africa. The hub is constituted by three institutions: the West African Science Service Center on Climate Change and Adapted Land Use (WASCAL - the leading institution of the hub), the Regional Universities Forum for Capacity Building in Agriculture (RUFORUM), and AKADEMIYA2063. The hub is a secretariat that funds sub-grantees working on developing cutting-edge applications of AI in the climate area. It is also responsible for selecting the sub-grantees and the backstop of their projects, in addition to technical, administrative, and capacity development support.

2. Objective

The main objective of the Proposal Development Training is to enhance the capacity of participants to develop compelling project proposals that align with donors' priorities and effectively address the needs of communities. The training aims to equip participants with the necessary knowledge, skills, and tools to craft persuasive proposals that can allow them to make their research sustainable after the lifetime of their respective projects.

3. Methodology

The training will employ a participatory and interactive approach, combining presentations, group discussions, and practical exercises. Participants will engage in hands-on activities to reinforce their learning, including proposal writing exercises and peer review sessions. Experienced facilitators with expertise in proposal development will lead the training, ensuring a dynamic and engaging learning environment.

4. Expected outcomes

By the end of the training, participants will:

- » Understand the fundamentals of proposal development and the critical components of a compelling proposal.
- » Gain knowledge and skills to develop project proposals that align with donor requirements and address community needs.
- » Understand the structure of a proposal and the aspects to do and avoid.
- » Enhance their ability to articulate project objectives, outcomes, and impact.
- » Engage in peer review sessions and receive feedback to improve their proposal writing skills.

5. Logistics and Agenda

The training will be held at M Hotel, Kigali – Rwanda. In total, 21 participants are expected (10 from the consortium and 11 Principal Investigators (PIs)).

AGENDA

The training is 5-fold and will consider the aspects of a proposal below distributed as follows:

July 12th, 2023

Morning

Introduction

Welcoming remarks and general aspects to consider for maximizing
the chances of funding your proposal

Basic principles and the aspects to consider before you write your proposal

a. Why do you need to write a proposal, and for whom?
b. Choose the donor carefully
c. Knowing yourself.
d. Project planning

Afternoon

The proposal

a. The structure of your proposal
b. Aspects to do and to avoid
c. Writing and layout tips.

July 13th, 2023

Morning

Practical exercises

Groups working on proposals

Afternoon

Practical exercises

Where to look for requests for proposals

Looking for requests for proposals and follow-up

How to follow-up the proposal/grant

July 14th, 2023

Morning

Proposals peer-review exercise

Groups will present their proposals and collect feedback from the other participants

Conclusion