# Bureau for Humanitarian Assistance (BHA) Desk Review and Market Study (DRMS), Political Economy Analysis (PEA) and Secondary Data Analysis (SDA) for Resilience Food Security Activities (RFSA) in Madagascar

# Concept Note Template

1. **RFSA Country Name:** Madagascar

## Is this a team or individual submission?[[1]](#footnote-0) Team/individual

## Contact Details

Please enter the details of all individuals applying. Please include full name, current title/position, affiliated organization, and role and responsibilities on the research team (if applicable). Applicants must identify the PI and the study leads when applying as a team.

| **Full Name** | **Position** | **Organization** | **Team Role** | **Email** |
| --- | --- | --- | --- | --- |
| *E.g. Mirabel Diaz* | *Professor* | *University Z* | *Principal Investigator* | *xxx@xxx.xxx* |
| *E.g. Sue Zhang* | *Market Economist* | *Consulting Firm X* | *Market Economist* | *yyy@yyy.yyy* |
|  |  |  |  |  |
|  |  |  |  |  |

## Proposed Approach/Method (one page max for each study - DRMS, PEA, SDA)

Applicants must provide a proposed approach/methodology and detailed analysis methods for each study (DRMS, PEA, SDA). Applicants must list the documents, datasets, or other sources that will be reviewed and analyzed. Applicants should also indicate the sampling strategies and data collection methods, if applicable.

1. **High Level Work Plan**

A proposed [timeline](https://docs.google.com/spreadsheets/d/1c2BBszINhaXbYh6eXxKpt-aoL16e1ah1U-68vJIwq3E/edit#gid=823740949) has been provided as part of this Call for Concept Notes. Applicants must explain how the research team will meet the deliverables listed in the DRMS, PEA, and SDA program description, respectively, in line with this work plan. Please indicate key milestones and activities/tasks for each deliverable in the timeline to ensure timely completion of this project. If there are any deviations from this timeline, please indicate how the research team will still meet the report deadline of October 27, 2023. **Please note that this project has a rigid and strict timeline.**

## Overview of Study Expertise in Madagascar

Each individual should identify their experience in Madagascar and their research expertise across the three studies in the table below.

| **Name** | **DRMS****(Yes/No)** | **PEA****(Yes/No)** | **SDA (Yes/No)** | **Experience in Madagascar (Yes/No)** |
| --- | --- | --- | --- | --- |
| *E.g. Mirabel Diaz* |  |  |  |  |
| *E.g. Sue Zhang* |  |  |  |  |

## Individual Capacity Statement(s)

A brief description of each individual’s related/ relevant prior research and expertise in areas of relevance to this project scope in Madagascar (1 page limit per individual).

Please describe and provide evidence on each team members’ expertise:

* + relevant expertise in conducting one or all three different studies in Madagascar, including links to relevant studies.
	+ how this expertise will fulfill the work detailed in each proposed project description ([DRMS](https://drive.google.com/file/d/16kQ4MmhOpB2BDySTDIOiSVAutTokZZKH/view?usp=share_link), [PEA](https://drive.google.com/file/d/16jbTD-gBGo0j0N9BALFHwyzlc3WrA0hQ/view?usp=share_link), [SDA](https://drive.google.com/file/d/16_RErVmBtQZtB4UqgQSg4serorQUqgzW/view?usp=share_link))
	+ type of connections and partnership opportunities you have with stakeholders/ universities or other organizations in Madagascar.

## Team Roles and Responsibilities

Please explain the management structure for the research team as well as roles and responsibilities for each team member. (1 page limit)

*Team Management: Applicants must describe the leadership, reporting structures and quality assurance protocols.*

*Team Structure, including organogram of research team:*

*Roles and Responsibilities:*

| **Team Member** | **Role** | **Responsibilities** |
| --- | --- | --- |
| *E.g. Mirabel Diaz* |  |  |
| *E.g. Sue Zhang* |  |  |
|  |  |  |
|  |  |  |

## Individual Availability Agreement

All individuals applying for the CN must sign this affirmation.

| ***I understand and acknowledge that by submitting this CN, my availability as a candidate for this research is active for 60 days from the date of submission and am able to dedicate the requisite level of effort to this scope of work until December 29, 2023.*** |
| --- |
| **Full Name** | **Date** | **Signature** |
| *E.g. Mirabel Diaz* |  |  |
| *E.g. Sue Zhang* |  |  |

1. **Standards on Scientific Research Ethics**

Scientific research integrity is defined as *“the adherence to professional practices, ethical behavior, and the principles of honesty and objectivity when conducting, managing, using the results of, and communicating about science and scientific activities. Inclusivity, transparency, and protection from inappropriate influence are hallmarks of scientific integrity.”*

As part of the work plan, the selected applicant will be asked to develop, in a 2-page written brief, an overview of the research team’s ethical framework for the project. The ethical framework overview should acknowledge authorship guidelines and state there is no concurrent research projects using USAID funds, in addition to the following:

1. **Scientific methodology:** Researchers should adhere to rigorous scientific methodology in designing, conducting, and analyzing their research. This includes using appropriate controls, minimizing biases and confounding factors, and using valid and reliable measures to collect and analyze data. Researchers should also be transparent in reporting their methods and results, and make their data and materials available for critique and replication by others.
2. **Informed consent:** Participants are informed about the purpose, procedures, and risks involved in the study, and provide their voluntary consent to participate.
3. **Privacy and confidentiality:** Measures taken to protect the privacy and confidentiality of the participants, such as using anonymous or pseudonymous data collection methods and securing data storage and transfer.
4. **Respect for research participants:** Participants are treated with respect and dignity and their rights and welfare are protected. This includes ensuring that vulnerable populations are not exploited, and that participants have the option to withdraw from the study at any time.
5. **Justice:** Researchers should ensure that the burdens of the research on participants are balanced fairly with the anticipated benefits of the research. Populations are not exploited or subject to unfair selection criteria.
6. **Scientific integrity:** Researchers adhere to high standards of scientific conduct, including honesty, transparency, and accurate reporting of data. This includes disclosing any conflicts of interest and ensuring that the research is not influenced by financial or other interests.
7. **Responsible conduct:** Researchers follow applicable laws, regulations, and ethical standards in conducting research, and seek approval from relevant research ethics committees or institutional review boards.
8. **Plan for author contributions and standards for authorship:** Researchers have a plan for author contributions to ensure that all anticipated authors have a substantial role in the research that is in alignment with Section 6 “Meeting Standards for Authorship” of the [USAID Scientific Research Policy](https://www.usaid.gov/sites/default/files/2022-05/USAID%20Scientific%20Research%20Policy%2012-3-14.pdf).

At a minimum, the ethical framework will align with:

1. [USAID Scientific Research Policy](https://www.usaid.gov/sites/default/files/2022-05/USAID%20Scientific%20Research%20Policy%2012-3-14.pdf), with special attention to Section 3. Quality standards; Section 4. Ethical Standards; and Section 6 subsection “Meeting Standards for Authorship”[[2]](#footnote-1)
2. [USAID BHA Emergency Application Guidelines](https://www.usaid.gov/humanitarian-assistance/partner-with-bha/bha-emergency-guidelines) Common Requirements Section 12.5 “Code of Conduct and Protection from Sexual Exploitation and Abuse and Section 12.6 “Accountability to Affected Populations” (Section 12.5 and 12.6 are available [here](https://docs.google.com/document/d/159LnigLpzXKZk5dzzOY4Q-cfNE3ZGV_TlidN2537pPw/edit#heading=h.1ljsd9k))
3. [Declaration of Helsinki Ethical Principles for Research Involving Human Subjects](https://doi.org/10.1001/jama.2013.281053)

USAID highly recommends that applicants consider the following resources when constructing their ethical framework:

1. Doing Global Science: A Guide to Responsible Conduct in the Global Research Enterprise” (2016) by the InterAcademy Partnership (IAP) (a free PDF is [available](https://www.interacademies.org/sites/default/files/publication/9780691170756_secured.pdf))
2. [USAID Gender Equality and Women’s Empowerment Policy](https://www.usaid.gov/sites/default/files/2023-03/2023_Gender%20Policy_508.pdf)

In addition, the research team will include reference to their own institution-specific policies, procedures, and/or practices in place that ensure technical quality, and research standards.

1. While the application is open to either teams or individuals, teams will be given preference. [↑](#footnote-ref-0)
2. If these resources are updated, the research team should use the latest available version. USAID will make a best effort to provide the latest version as it becomes available. [↑](#footnote-ref-1)