1.1 BASIC DETAILS

1.1.1 Title of Proposed Evaluation Study *

Evaluation of Water Supply and Sanitation Collaborative Council (WSSCC)

1.1.2 Proposed duration of grant in number of months

Teams should aim to start work shortly after signing of contract.

Proposed start date (MM/YYYY e.g. 01/2014)* /

Proposed end date (MM/YYYY e.g. 01/2014)* /

(9 months after the end of data collection, for production of 3ie Final Report)

Proposed duration in months

1.2 ORGANISATIONAL INFORMATION

1.2.1 Implementing Agency*

Programme/Intervention being evaluated:

WSSCC

Type of implementing agency

International governmental

Name of program or intervention (if available)

Medium Term Strategic Plan 2012-16

Program or implementing agency web address if available

www.wsscc.org

1.2.2 Organisation Where the Grant Would be Held

Legal name*

Type of organisation*

Division or department

Country of registration *

Website

1.2.3 Verification*

We verify that the organisation is legally eligible to receive grants from organisations in other countries and from 3ie.*
1.2.4 Membership*

Which, if any, type of member of 3ie is the grant-holding organisation?

- Member
- Associate Member
- Neither

If Member or Associate Member, please select the name from the Member or Associate Member list.

Is the implementing agency implementing the intervention a Member or Associate Member of 3ie?

- No

If yes, please select the name from the Membership list.

1.2.5 Conflict of Interest declaration

Are you aware of any interests arising from research, financial, or personal reasons that might lead to biases in your work? If yes, list these.

1.2.6 Verification *

"We certify that we have reviewed 3ie's grant agreement documents available on the 3ie website and confirm that the grant-holding organisation agrees to the terms of the documents.” (Select yes, tick box)
2. APPROVALS

2.1 Approval

It is the responsibility of the researchers to provide all necessary approvals before the start of the study, whether obtained by the researchers, the grant-holding agency, and/or the intervention implementing agency. Awarded grantees must send copies of each of the required approvals below prior to grant signing, to 3ie.

<table>
<thead>
<tr>
<th>Is ethical approval required by the grant-holding organisation to undertake this evaluation? *</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is ethical approval required by any other organisation, such as the affiliations of members of the research team, to undertake this evaluation? *</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

If yes, which organisations?

3. EVALUATION DESIGN

3.1 Evaluation Questions *

Explain briefly the priority evaluation question(s) to be addressed. Briefly present the outputs/outcomes/impacts of the programme to be evaluated. [up to 300 words]

3.2 Evaluation Design *

Explain your proposed evaluation design and how it will address the evaluation questions. Describe the range of approaches and of quantitative and qualitative data collection tools and techniques that will be used. Describe any secondary data that may also be used. Explain how you will undertake headquarter level evaluation and country level evaluations as laid out in the request for proposals for this evaluation programme. Explain the proposed methods for sampling. Importantly, please clarify how the variety of data types and sources will be integrated to interpret results [up to 1500 words]

3.3 Evaluation Time Line

Indicate the period of time during which the study will occur (please start with inception and count up until final report expected date), including a timeline showing when the different sources of data/information will be collected and used. Clearly indicate the proposed approach to engage with WSSCC and 3ie [up to 300 words]

4. PROGRAMMATIC ENGAGEMENT

4.1 Process, Alignment and Influence

4.1.1 Programmatic relevance*

Describe the process the team employed will ensure involvement and engagement with the implementing agency for the evaluation period.

Maximum: 300 words
4.1.2 Influence on policy, programming and practice *

One demonstration of policy influence is that key decision makers, including the implementing agency, make use of the evaluation findings.

In your assessment, what existing or previous experience, capacities, and resources in the evaluation team make it likely that evaluation findings will be communicated and disseminated in a way that is likely to influence and inform programmes?

Maximum: 300 words

Note: If the research design is accepted, 3ie grantees are asked to develop a policy engagement and communication plan. An indicative template can be found here.

5. SUMMARY

5.1 PLAIN LANGUAGE SUMMARY

If you are awarded a grant from 3ie, the details from this summary will become the basis of the website posting about your study. Please provide this summary here with the following sub-headings:

- Context and relevance
- Evaluation questions of interest
- Empirical data and methods

Maximum: 300 words

6. DELIVERABLES AND BUDGET

6.1 Workplan and Deliverables *

3ie grant agreements include deliverables schedules that combine regular reporting requirements with technical outputs for the deliverables against which tranches of the grants are paid. For complete details refer to 3ie’s reporting requirements document on the 3ie website.

Each tranche payment must be supported by (1) one or more evaluation deliverables and (2) the three-part progress report, which includes the policy influence progress report and the funds utilisation report.

Applicants must propose the specific technical deliverables for the desired tranche payments, as well as propose the time periods between tranches for the term of the grant. (In the grant agreement, all due dates will be stated as the number of months from the grant effective date, based on the information provided here). For fewer than seven tranches, just select 0% for the unnecessary rows. Tranche percentages must sum up to 100%. 3ie mandates that the first tranche payment cannot be more than 30% of the total grant.

Please note that 3ie recommends that 10% of the budget be allocated to policy and programmatic engagement, and for communicating and disseminating findings and integrating these into policies and programmes. Possible activities in this category include staff time; Meeting costs to engage with key stakeholders and build stakeholder/implementing agency capacity to use research; travel costs for disseminating information about the study or its findings at any stage; media outreach; Publications costs of knowledge products; and costs of any web-based communication related to the study.
<table>
<thead>
<tr>
<th>Date Deliverables Due</th>
<th>Tranche Percentage of Total</th>
<th>Description of Technical Deliverable</th>
</tr>
</thead>
<tbody>
<tr>
<td>At grant signing</td>
<td>SELECT PERCENTAGE</td>
<td></td>
</tr>
<tr>
<td>Grant effective date plus: Months</td>
<td>SELECT PERCENTAGE</td>
<td>Fixed requirements plus the following technical deliverable(s) (up to 50 words):</td>
</tr>
<tr>
<td>Grant effective date plus: Months</td>
<td>SELECT PERCENTAGE</td>
<td>Fixed requirements plus the following technical deliverable(s) (up to 50 words):</td>
</tr>
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<td>Grant effective date plus: Months</td>
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<td>Fixed requirements plus the following technical deliverable(s) (up to 50 words):</td>
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<tr>
<td>Grant effective date plus: Months</td>
<td>SELECT PERCENTAGE</td>
<td>Fixed requirements plus the following technical deliverable(s) (up to 50 words):</td>
</tr>
<tr>
<td>Grant effective date plus: Months</td>
<td>SELECT PERCENTAGE</td>
<td>Fixed requirements for draft final report</td>
</tr>
<tr>
<td>Grant effective date plus: Months</td>
<td>SELECT PERCENTAGE</td>
<td>Fixed requirements for final report</td>
</tr>
</tbody>
</table>
6.2 Summary of Resources Required for Project *

Please download the Excel® budget template from the 'Uploads' tab. Complete the budget according to the budget guidelines provided in the document, while paying careful attention to the 3ie direct and indirect cost policies on the 3ie website.

Upload the budget and the accompanying Budget Narrative document. Enter the amounts from the Financial Summary worksheet in the table here.

<table>
<thead>
<tr>
<th>Fund Heading</th>
<th>3ie Contribution</th>
<th>Other Contributions</th>
<th>Total</th>
<th>% Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>Consultancy</td>
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<td>0.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>Travel</td>
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<tr>
<td>Survey Cost</td>
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<td>0.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>Office Expenses</td>
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<td>0.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>Equipment</td>
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<td>0.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>Subgrantee direct cost</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>Grantee indirect cost</td>
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<td>0.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>Subgrantee indirect cost</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>0.00</strong></td>
<td><strong>0.00</strong></td>
<td><strong>0.00</strong></td>
<td></td>
</tr>
</tbody>
</table>

7. TEAM

7.1 PI and STAFF

7.1.1 Contact Information*

Communication regarding this application, and if awarded, the grant, will be sent to the lead principal investigator and the contract signatory (named on the Organisation Info tab). You must load physical addresses for the lead principal investigator and contact individuals in addition to the information requested below. To do so, please click on the "+Address" hyperlink next to the record once added. In addition, the applicant may also designate one additional contact person to be copied on email communication only.

Name *  Job Title *  Role *  Email Address *  Postal Address *  Contact Number *

Skype ID, if available

7.1.2 Staff Duties

Please present the names, roles and responsibilities of each post, including for all principal investigators in the table below. If the individual’s name is not yet known, please indicate the position, such as “research assistant”. All principal investigators named in the application will be named as principal investigators in the grant agreement, and changes will be subject to requests for Letters of Variation.

Curriculum vitae (CV) for each of the named principal investigators, including the lead principal investigator named in the contact information section below, must be uploaded on the Uploads tab. Each CV should not exceed three pages and should highlight this information:

- Research experience and up to five publications directly related to impact evaluation, ideally with a focus on the geographic and sectorial context in which the prosed research will take place.
- Information on success in communicating findings and facilitating policy uptake.
- A history of collaboration with L&MIC PIs, researchers, and research or academic organisations should be highlighted.

To be acknowledged as an L&MIC country researcher, all three of the following conditions need to be fulfilled:

- The researcher needs to be an L&MIC national.
- The researcher needs to be physically located in an L&MIC.
- The researcher needs to be affiliated to an organisation that is registered in an L&MIC.
Please note that 3ie requires that there be at least one L&MIC researcher in the evaluation team who is involved in a substantial capacity i.e. as a PI or a lead PI. Please pay special attention to describing the duties of this researcher(s).

When you click on + below, the system will begin by asking you for the email address in order to check whether the person is already in our system. You will then be able to enter the required information.

<table>
<thead>
<tr>
<th>Role</th>
<th>Job Title</th>
<th>Name</th>
<th>Email</th>
<th>Primary organisational affiliation</th>
<th>Number of days person will work on project</th>
<th>Duties of the person</th>
<th>Contact details including phone number and/or Skype ID</th>
<th>Country of the primary organisation</th>
<th>Developing country researcher?</th>
</tr>
</thead>
</table>
8. UPLOADS

Only the following file types are to be uploaded: doc, docx, xls, xlsx, pdf, ppt, pptx, dta, sav, txt, tc, msg, oft, html, zip, rar.
Also, file sizes must be less than 10MB each.

1. CV(s) *

CV(s) of all listed Principle Investigators

2. Previous evaluation studies *

Examples of relevant evaluation studies produced by Principal Investigators

3. Budget*

Budget Narrative & Detailed Budget

4. Theory of Change

Upload a document showing theory of change (optional)

Documents and Templates to Download

- Download our guideline budget template. The template will assist you to supply a budget in a standard format suitable for our review teams and the system.
- Download a very simple guideline CV template.