

## Frequently Asked Questions (FAQs): Climate Adaptation and Resilience (CLARE) call for concept notes

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*\*\*Update: Please note that this document has been updated based on additional questions received from interested applicants. These new questions are added under the “added questions” section. This document was last updated on May 4, 2022.\*\**

This document answers questions about the Climate Adaptation and Resilience (CLARE) call for concept notes, which will be due on **June 7, 2022**.

Please refer to the [Detailed Call Document](#) for comprehensive information about the call for concept notes and its requirements.

For more answers to questions relating to the call, please watch the [recording of the informational webinar](#).

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# CLARE and what this call for concept notes is about

## 1. What is the CLARE initiative all about?

The Climate Adaptation and Resilience (CLARE) initiative is a Canada-UK partnership to enable socially inclusive and sustainable action to build resilience to climate change and natural hazards for people across Africa and Asia-Pacific.

CLARE's main objectives are:

- **maximizing uptake of existing knowledge** by policymakers and practitioners, through the development of climate services, tools, technology, and innovation;
- **driving development of new knowledge** to support adaptation and boost resilience among the most vulnerable;
- **strengthening capacity from research to action** for sustainable climate-resilient development; and
- **supporting socially inclusive, practical action** by addressing evidence gaps and supporting pilot projects related to social, economic, and political trade-offs and barriers to climate adaptation for the most vulnerable.

CLARE offers a framework which with teams can situate their work, collaborate, and be part of a broader community of practice and action. CLARE builds on over 15 years of experience in partnering to support action-oriented, climate-adaptation research in the Global South. CLARE addresses the urgent need to scale up research and innovation efforts to provide better information on risks, better decision-making tools, and better adaptation solutions to enable transformational change.

## 2. How does this call fit into the broader CLARE initiative?

Through this call for concept notes, CLARE will create a portfolio of research projects focusing on climate adaptation and resilience in Africa and Asia-Pacific.

These projects will focus on one or more of CLARE's research themes, namely: (1) Understanding climate risk; (2) Risk-informed early action; and (3) Developing in a changing climate. While projects proposed in response to this call for concept notes will need to indicate a theme of focus or "main theme" projects may address more than one theme.

Selected projects will strengthen capacity to do and use research to respond to the climate-change challenge and enable strong southern leadership. Collectively, the portfolio will bridge the communities of humanitarian assistance, climate science and adaptation practice.

CLARE anticipates opening additional, more focused calls at a future date. These will be defined to address gaps and complement the emerging portfolio, based on CLARE objectives and themes.

## 3. Are there particular sectors of interest within the CLARE research themes?

CLARE responds to the need for linked-up and systems-level research. For this reason, the programme is not structured around particular sectors and instead identifies three thematic areas of work. The hope is that the overall portfolio of projects will cut across sectors (such as agriculture, health, water, etc.) to take a more holistic, systems-level view to the issues, recognizing the interconnections and

interdependencies across sectors. Individual projects may specialize on a particular sector(s), and be willing to engage others in learning across projects and sectors.

#### 4. What is the difference between the two funding sizes (smaller and larger projects)?

This call has two distinct streams of funding size.

**Smaller projects** will be for projects of up to CAD \$1.5million awarded to one lead organization. These projects will be for up to 42 months, with at least one country of focus.

**Larger projects** will be for grants of between CAD \$6-8 million, awarded to one to three lead organization(s). These projects will be for up to 42 months, with at least two countries of focus.

The two funding sizes recognize that opportunities to contribute to knowledge and action exist in different contexts, at different scales, and could be led by and involve various combinations of actors.

Projects under these two funding sizes will be evaluated against the same evaluation criteria. Once part of CLARE, all projects will be considered as equal members of the CLARE portfolio.

#### 5. What countries are the focus of this call?

This call for concept notes focuses on select countries in Africa and Asia Pacific that are climate vulnerable. A complete list of eligible countries is available in [Annex 2 of the Call Document](#).

Projects that look across different locations and scales are encouraged. This can range from local districts to different countries, among similar but separate landscapes and climate 'hotspots', and/or across regions.

This call does not include a focus on countries in Central or South America.

#### 6. How do I apply for this call?

This call for concept notes is the first stage to apply for funding. Concept note applications will be received online through Survey Monkey Apply no later than June 7, 2022, at 11:59 EDT. Late applications will not be accepted.

- Access the application for smaller grants here: [https://idrc-crdi.smapply.io/prog/clare\\_smaller\\_grants](https://idrc-crdi.smapply.io/prog/clare_smaller_grants)
- Access the application for larger grants here: [https://idrc-crdi.smapply.io/prog/clare\\_larger\\_grants](https://idrc-crdi.smapply.io/prog/clare_larger_grants)

#### 7. Can a concept note respond to multiple themes?

Yes, a concept note can respond to multiple themes, including overlaps between themes. However, each concept note will be asked to self-identify with one main theme.

#### 8. What will be the next steps after submitting a concept note?

Concept notes will be evaluated by an external evaluation committee, and recommendations will be presented to CLARE's executive committee who will make the final decision on shortlisted applications

based on the evaluation criteria and considering our aim to build a balanced portfolio. Shortlisted applicants will be invited to submit full proposals, due in September 2022.

More details on proposal submission will be provided to shortlisted applicants.

## Eligibility

### 9. What organizations are eligible to apply and receive funding?

This call is open to diverse organizations. Projects may be led by, and/or involve collaboration with, organizations such as universities, think tanks, non-governmental organizations, knowledge brokers, practitioners, civil society groups, private sector entities, and more.

Lead organizations must have independent legal status (or “legal personality”) and be capable of contracting in their own right and name, receiving and administering funds, and have authority to direct proposed project activities. Lead organizations must be able to demonstrate legal status through written documentation. Legal status will only be reviewed if, and when, applicants are selected following evaluation at the call for proposals stage. A lead organization must have the capacity to administer and transfer foreign funds to their collaborating partners, if applicable.

All projects are encouraged to involve diverse coalitions of actors with distinct specializations and roles from research to action. The proposed team may build on prior collaborations and partnerships and/or include new collaborative relationships to be fit-for-purpose. IDRC will only negotiate grant agreements with the lead organization(s), which in turn may sub-grant to additional organizations, nationally, regionally or internationally.

### 10. What organizations are not eligible to receive funding?

United Nations agencies and CGIAR centres are not eligible to be a lead organization on CLARE projects. While these organizations cannot directly receive funding, they are eligible to be collaborating partners.

### 11. Do teams need to have a Canadian or UK partner to be eligible?

No, teams do not need to include Canadian or UK partners, and leadership by southern organizations is encouraged.

### 12. What role will the lead organization be expected to play?

A lead organization will be the financial and operational project lead. The lead organization will need to be able to accept and manage grants, and be able to sub-grant nationally, regionally, or internationally, as applicable. The organization will have relevant project management capacity and experience, and have the ability to coordinate with any collaborating partners.

Lead organizations must have independent legal status (or “legal personality”) and be capable of contracting in their own right and name, receiving and administering funds, and have authority to direct proposed project activities. Lead organizations must be able to demonstrate legal status through written documentation. Legal status will only be reviewed if, and when, applicants are selected following evaluation. A lead organization must have the capacity to administer and transfer foreign funds to their collaborating partners.

### 13. May teams have additional/collaborating partners?

Yes, concept notes may name additional partners involved in the project. Collaborating partners are organizations that are members of the project but that will not have a direct funding relationship with IDRC. The lead organization(s) must have the capacity to administer and transfer foreign funds to their collaborating partners.

Other collaborating partners may include organizations from within the country/region of focus; national, regional, or international offices of multilateral organizations or international NGOs; or other organizations from outside the country/region of focus for the research.

In addition, each project should consider stakeholders relevant to the project's objectives, including stakeholders relevant to research for impact strategies, and how to best engage them.

### 14. May an organization that has previously or is currently receiving funding from IDRC be allowed to apply to this call?

Yes, organizations that were previous or are current grantees of IDRC are allowed to apply to the call.

### 15. How many applications may an organization submit?

An organization may participate in more than one concept note, yet an individual principal investigator may only lead on one project. An individual may be involved in more than one concept note in other roles (e.g. researcher, contributor, coordinator, etc.).

### 16. Why does this call emphasize the need for a systems approach to the research?

CLARE is designed with the premise that effective action to reduce the risks from climate change requires a systems approach. Such an approach should be based on a thorough understanding of the risks (hazards, differential vulnerability and exposure); the wider development, economic, environmental and societal backdrop; decision making context, behavioural and psychological factors that influence receptivity and action, and involve the co-development of potential solutions.

## Expectations of Projects

### 17. What is expected of research teams?

Four dimensions are core to the CLARE initiative and should be integrated into the design and implementation of any research project funded through CLARE:

- Research for impact to ensure that research is needs-driven and solutions-oriented;
- Gender equality and inclusion that addresses the different barriers experienced by the most vulnerable;
- Diverse coalitions and equitable partnerships via shared participation and responsibility in research design, implementation, and research uptake; and
- Capacity strengthening to enable researchers, practitioners, and decision makers to drive adaptation action and build a more resilient future for those most impacted by climate change.

As part of the CLARE community, projects will be expected to contribute to, and participate in, collective efforts to track, share and learn. Projects will play a role in helping to create CLARE-level learning and synthesis. See additional details in response to question 18.

Teams will also be expected to plan for the sustainability and legacy of their work. For example, how project results, data, publications, toolkits, etc. will be available for future use.

### 18. What level of collaboration is expected across the CLARE portfolio?

To help CLARE achieve our ambitious goal and objectives, research teams will also be expected to contribute to and participate in program-wide **exchange and learning** for mutual benefit, as well as CLARE-wide **knowledge management**.

Successful teams can expect to collaborate across CLARE for the purposes of capitalising on the diverse expertise involved, promoting ongoing learning and networking, identifying and seizing emerging opportunities, and achieving maximum impact beyond the scale of individual projects.

Opportunities may include, for example:

- Contributing to collaborative and adaptive management of CLARE directions;
- Co-developing and participating in yearly learning reviews to explore lessons and areas of synergy across the initiative;
- CLARE working groups on capacity strengthening, gender and inclusion, knowledge management, research for impact, and/or monitoring, evaluation and learning (MEL) to advance learning, innovation and impact
- Sharing emerging outputs and outcomes from projects with the CLARE portfolio

Teams will therefore need to dedicate sufficient time and budget to both manage and implement their research and to collaborate on programme-level efforts. Further guidance will be provided to shortlisted applicants invited to submit full proposals under the second stage of this call process.

### 19. What is the “continuum of gender and inclusion integration”?

The continuum refers to strategies applied in project assessment, design, implementation, and evaluation that take gender and inclusion dimensions into consideration and address inequalities and social exclusion based on gender and other identity factors.

The following outlines the continuum of **gender and inclusion integration in research**:

	<b>Gender and inclusion sensitive</b>	<b>Gender and inclusion responsive</b>	<b>Gender and inclusion transformative</b>
<b>Description</b>	Gender and inclusion are considered in the research project’s rationale and addressed in the project design and methodology but does not (yet) extend to analysis and action to address social inequalities.	Gender and inclusion are considered in the research project’s rationale, design, and methodology and are rigorously analyzed to inform implementation, communication, and influence strategies.	The research project examines, analyzes, and builds an evidence base to inform long-term practical changes in structural power relations and norms, roles and inequalities that define the differentiated experiences of people. Transformative research aims to lead to sustained change on gender equality and inclusion through action (e.g. partnerships, outreach, and interventions).
<b>Key questions to ask</b>	Does the research design include analysis of the differentiated roles, experiences, and impacts for men, women, girls, boys, non-binary people and/or specific populations?	Does the research use analysis to implement actions and to address, build on, and respond to the results of the analysis?	Does the research go beyond the analysis of differentiated roles, experiences, and perception gaps and explore the underlying structural causes, norms, and power relations that caused these differences? PLUS: does the research implement actions to address these underlying structural causes, norms, and power relations that caused the differences?

Research teams are asked to indicate where the project fits on this continuum of gender and inclusion integration when they submit their concept note so it can be reviewed accordingly. This call is open to projects that are gender and inclusion-sensitive, gender and inclusion-responsive or gender and inclusion-transformative. Proposals that are gender and inclusion-blind will not be considered eligible.

Applicants are strongly encouraged to seek out resources on appropriately addressing gender and inclusion in the concept note and to consult Annex 1 in the call document for further guidance.

## 20. What is the difference between a Gender equality and inclusion (GEI)-integrated project and a GEI-specific project?

As outlined in Annex 1 of the call document:

**GEI-integrated projects** are projects that effectively integrate gender equality and inclusion considerations in their research design and propose a team that is diverse and includes relevant expertise on gender and inclusion.

**GEI-specific projects** are projects where the central research question and expected outcomes are about gender equality and inclusion. These projects generate evidence and key lessons on gender equality and inclusion and test what approaches work for advancing gender equality and inclusion outcomes. The proposed team for a GEI-specific project should be diverse and include significant expertise on gender and inclusion, and strategic collaborating partners.

In this CLARE call for concept notes, we seek projects that, in particular:

- ✓ Identify and implement approaches that address structural barriers to gender equality and inclusion, such as social norms, unequal power relations, and institutional and policy barriers affecting the adaptation choices and opportunities for vulnerable and marginalized groups.
- ✓ Adopt an intersectional approach, avoid treating women and men as homogenous groups, and identify what approaches to climate change adaptation and building resilience will be inclusive, equitable and effective for different groups, in different contexts.
- ✓ Propose a diverse and inclusive team that has the necessary expertise to integrate GEI in their research from design to delivery, including approaches for engaging key vulnerable groups that will be identified through a gender/ intersectional analysis.

## 21. What is expected of projects on research for impact?

Maximizing the uptake and use of knowledge to inform climate action is a key objective of the CLARE programme. [Research for impact](#) (R4I) is therefore a core element of CLARE, and it is anticipated that selected projects will have a strong focus on achieving impact, and a plan for how to achieve this.

There are many approaches to R4I, and there is no one-size-fits all approach. However, some common elements of effective R4I approaches include ensuring that research is needs-oriented and solutions-focussed. Transdisciplinary approaches are key to achieving this and should include co-producing knowledge with stakeholders. R4I requires a strong focus on learning and adapting research approaches over time to respond to new opportunities for impact. It also requires a simultaneous focus on stakeholder engagement, capacity strengthening, partnerships, communications, and methods to develop credible evidence to support action.

The inclusion of knowledge-brokering expertise and partner organisations is strongly encouraged, and an R4I strategy will be required at the full proposal stage.

Resources to learn more:

- [Massive Open Online Course on Research for Impact](#)
- [Novel Insight Brief on Research for Impact](#)
- [Adaptation Research Alliance \(ARA\) Evidence assessment on Research for impact](#)

## 22. What type of capacity strengthening is expected of projects?

The purpose of capacity strengthening in the CLARE initiative is to enable researchers, practitioners, and decision makers to drive adaptation action and build a more resilient future for those most impacted by climate change. All projects will be expected to integrate capacity strengthening objectives and activities. This may include capacity strengthening opportunities for early career researchers, and/or strengthening capacities of stakeholders to understand and use research results. These project level activities are to be included in project budgets.

In addition to project-level capacity strengthening efforts, CLARE will provide opportunities for portfolio-level learning and capacity strengthening support. More details will be available on these opportunities once the programme is up and running.

## 23. What is meant by equitable partnerships?

CLARE seeks effective and equitable partnerships that include shared participation and responsibility in research design, implementation, and research uptake; and that ensure mutual accountability among participants for progress, outputs, and outcomes. CLARE encourages partnerships that demonstrate and enable Southern leadership, recognizing that leadership can be exercised in different ways within research teams.

CLARE anticipates that lead organizations and collaborating partners will clarify expectations and establish a sense of fairness and mutual accountability among themselves, establishing “ways of working” that cover what each organization contributes and the added value to be realised from working together.

For more on equitable partnerships, refer to:

- Mundy J (2020) Commissioning research and improving the effectiveness of partnerships. Effective Collective, Melbourne. [hdl.handle.net/10625/59616](https://hdl.handle.net/10625/59616)

## 24. What will be the expectation on data management and open access?

Applicants funded through CLARE will be expected to comply with IDRC’s Open Access Policy and Open Data Statement of Principles. While not a requirement at the concept note stage, applicants who are invited to prepare full proposals will elaborate and submit a data management plan (stage 1). Necessary resources for open access publishing and sharing open data are expected to be included in project budgets.

## 25. What is the budget range per project and the amount of overall funding available?

Larger project budgets may vary between CA\$6-8 million, and smaller projects will be for up to CAD \$1.5million. The total available funding from this call is CA\$56 million.

## 26. Where can I find more information on indirect cost recovery and other financial considerations for this call?

Indirect costs can be recovered as a percentage, up to 13% of actual direct costs, as is described in the IDRC [budget template](#) and as is further defined in the standard [terms and conditions\\*](#) for a grant agreement (\*please note that these are standard terms and IDRC reserves the right to update these.)

More guidance on budgets is also available in section D of IDRC's [Grant application kit: a quick tour | IDRC - International Development Research Centre](#).

### 27. Can PHDs be funded as part of proposed projects?

In principle, yes, while being mindful that projects cannot exceed 42 months in duration.

### 28. How will CLARE assess 'justification of resources'?

This part of the evaluation criteria considers whether the overall budget requested, and its distribution among budget categories, is reasonable given the proposed project.

Moving forward, CLARE will consider 'value for money' of funded projects in terms of economy, efficiency, effectiveness, and equity in generating new knowledge, uptake of knowledge, and capacity strengthening. Specifically, CLARE will seek to optimize economy of scale and synergy among funded projects, and efficiency of interventions to address climate risk and deliver benefits. Effectiveness will consider the value chain from science-to-impact to inform early adaptation, decisions with long lifetimes, and decisions on future risks with long lead times. Equity will consider how CLARE fosters diverse and equitable partnerships -including southern leadership and non-research stakeholders- and addresses the distributional consequences of climate change.

### 29. What are the reporting requirements for this call?

Reporting will be based on a schedule of milestones that may include technical and financial reporting. Technical reporting will include the project's own monitoring, evaluation, and learning (MEL) information and contribute to CLARE-wide MEL, this may include things such as sharing research outputs, research dissemination, and research outcomes

### 30. What materials would be relevant for teams to consult in preparing their concept notes?

References included at the end of this FAQ contain many resources that could be useful to teams in preparing concept notes.

The references include recent IPCC assessments, thinking on effective adaptation responses, and consultations under the Adaptation Research Alliance. It also contains insights from past FCDO and IDRC support to climate adaptation and resilience research, and scoping studies that informed the design of CLARE that covered knowledge gaps, evidence reviews, gender and inclusion, fragility, equitable partnerships, and research impact.

### 31. I still have questions, what should I do?

Please watch the recording of the CLARE call for concept notes informational webinar which was held on April 21, 2022.

- Watch the [recording of the English webinar](#)
- Watch the [recording of the French webinar](#)

You may also contact us at [clarecalls@idrc.ca](mailto:clarecalls@idrc.ca) with any additional questions.

## Added Questions

*(Additional questions received from interested applicants, updated on May 4, 2022.)*

### 32. What are eligible budget expenses? Are there budget limits to personnel and indirect costing?

Only a high-level, indicative budget is requested as part of a concept note. Review of concept notes will focus on the written response to “explain why the amount of funding requested is required for the proposed research”. A concept note will not be considered ineligible based on the budget proposed. The purpose of the indicative budget is to provide a sense of the how resources might be shared or allocated.

IDRC’s budget template includes several categories including personnel, research costs, international travel, consultants, indirect costs, etc. Some additional details on these categories are provided below:

#### **How to account for the people who contribute to the research project in the IDRC budget template?**

The **Personnel category** is reserved for the **core project staff from the lead organization(s)** who are hired for a long duration, paid on a regular basis, and who will work on the project for the full project duration (up to 42 months). This would include the project manager, the project coordinator, etc. Any core functions of the proposing institution such as general financial administration would be considered part of the indirect costs associated with the project.

There is guidance for personnel to be capped at 25% unless a detailed rationale is submitted and approved by IDRC, which would occur at a later stage in the process. If your proposed budget exceeds 25% in the personnel category, please include a few words to explain why in the justification of resources section of your application.

Any staff costs for people from the lead organization(s) that are **not core staff** managing/leading the project but will give some time to the project to do research, data analysis, to do communications work directly related to the project, etc. belong under **Research Expenses**. Also ALL personnel costs for collaborating partners belongs under the **Research Expenses category** and are to be bundled together as a single line item for all costs associated with the collaborating partner, excluding any indirect costs. The **consultants category** should include those hired by the proposing institution (not existing personnel from the lead or collaborating institutions) to do specific tasks for short duration and on a fee-for-service basis. For example, an expert hired to plan and facilitate a virtual consultation, or an expert hired to develop an online decision support tool. Note that consultants hired for monitoring & evaluation, would be included under the **evaluation category**.

#### **What can be included as indirect costs?**

**Indirect costs** can be recovered as a percentage, up to 13% of actual direct costs, as is described in the IDRC detailed [budget template](#) (not required to be completed for this call for concept notes stage). Where a project includes sub-grantees who are administering a portion of the project, the maximum contribution may be shared between the lead institution(s) and the collaborating institution(s), but it should not exceed 13% of the total budget.

### 33. Who is eligible to be a principal investigator (PI)? What is expected of the PI?

Principal investigators (PIs) provide team leadership and substantial guidance on how to implement the research. CLARE is open to PIs from a variety of non-academic and academic backgrounds, such as knowledge brokers, local governance, policy research, adaptation practice, humanitarian assistance, and more. PIs should have expertise and experience relevant to the substance of the proposed project and have the time and capacity to foster collaboration across diverse team members and collaborating partners (where applicable).

### 34. Are concept notes only accepted from certain types of organizations or organizations based in certain countries?

Concept notes will be accepted if they meet the eligibility criteria. Any organization from any country is therefore eligible (if it has independent legal status and is capable of administering and transferring foreign funds), with the exception of United Nations agencies and CGIAR centres which are not eligible to be a lead organization on CLARE projects. Please see FAQs 9, 10 and 11 for more details.

### 35. What is meant by southern leadership?

Southern leadership is a broad reference to a leading role played within the project by an individual or institution from the global South. We understand that leadership can take different forms, such as project management, grant administration, research design, stakeholder engagement, research implementation, data analysis, preparation of research outputs, knowledge brokering, and so on. CLARE expects the majority of projects will involve equitable partnerships that include organizations based in Africa and/or Asia-Pacific, whether as lead organizations or collaborating partners.

### 36. My concept note is focused on upstream science. How can it integrate gender equality and inclusion (GEI) considerations?

Some types of research may have less direct relevance to and/or impact on gender equality, inclusion and gender relations. We welcome your idea, and encourage you to explain at minimum how gender, diversity and inclusion have been considered with regards to team composition. Furthermore, teams can consider what measures could be put in place to ensure equal and meaningful opportunities for diverse and inclusive participation in the research (e.g. of collaborating partners, stakeholders, research users, etc.).

Teams should also consider how the research focus or questions may or may not respond to gendered priorities, or climate-risks that affect some populations more than others. How will any risks and unintended negative consequences on gender equality or inclusion be avoided or mitigated? How will efforts to share the research results consider knowledge needs and opportunities/barriers to use for different populations?

### 37. Who are you talking about when you refer to research users, stakeholders, and decision makers?

**Research users** are understood to be the people who will ideally use the knowledge or innovation produced to inform their decisions/actions/policy/practice. Research users can be understood at various points along the research to action value chain to include intermediaries, practitioners, policy makers, decision makers, including communities vulnerable to climate-related impacts, etc.

**Stakeholders** refers generally to those who make have a stake in the research such as the intended beneficiaries, others working to address the same challenge or who might have a relevant role, perspective or knowledge to contribute. We use the term **decision makers** in a broad sense, including government policymakers, practitioners, and individuals. CLARE endorses the Adaptation Research Alliance principles of Research for Impact (see references).

## References

*Sources that contributed to scoping CLARE design; those denoted by \*\* may serve as basis for future learning for communities within CLARE.*

- Adaptation Research Alliance (2021) consultations on [climate risk assessment](#), [food systems](#), [equality and inclusion](#), and [global health](#)
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