



# Information and Advice on Activity Concepts for Pacific Public Sector Linkages Program 2010-11

Closing time and date: 5pm AEDT, 12 March 2010

## IMPORTANT INFORMATION FOR APPLICANTS

- > Use the **Activity Concept Form** to apply for Pacific PSLP funding.
- > Keep your Activity Concept Form to two pages. Provide only the key points.
- > AusAID's receipt of your Activity Concept in no way implies any commitment to support it. The approval of a grant under Pacific PSLP is at the discretion of AusAID.
- > By lodging an Activity Concept Form the applicant is acknowledging an understanding of the **2010-11 Pacific PSLP Guidelines**. Activities **must** be consistent with the Pacific PSLP Guidelines.
- > Draw on the informal note, *Aspects of development and Activity design* (available from [www.ausaid.gov.au/business/other\\_opps/pac\\_pslp.cfm](http://www.ausaid.gov.au/business/other_opps/pac_pslp.cfm))<sup>1</sup> to help ensure design integrity.

Organisations lodging multiple Activity Concept forms should email each form separately.

Please **email** your completed Activity Concept form in MS Word to [PacPSLP@ausaid.gov.au](mailto:PacPSLP@ausaid.gov.au) at any time during the period 1 February to 12 March 2010 but **no later than 5pm AEDT, 12 March 2010**.

Further information, application details and all Pacific PSLP documents are available at

[www.ausaid.gov.au/business/other\\_opps/pac\\_pslp.cfm](http://www.ausaid.gov.au/business/other_opps/pac_pslp.cfm).

All inquiries should be directed to the Pacific PSLP Secretariat by email at

[PacPSLP@ausaid.gov.au](mailto:PacPSLP@ausaid.gov.au).

Any advice provided to potential applicants concerning possible Activities will not be binding on either AusAID or the Inter-Departmental Assessment Panel in their consideration of Activity Concepts.

<sup>1</sup> This paper was developed for the Asia PSLP, but has useful information for Pacific PSLP applicants also.

## ADVICE FOR ADDRESSING ACTIVITY CONCEPT FORM QUESTIONS

### Q6. DESCRIBE THE BROADER DEVELOPMENT ISSUE THE ACTIVITY WOULD ADDRESS

This should be at the broad level. If, for example, the Activity is to improve the capacity of an organisation to develop more effective education policy, you would need to consider the problem that has resulted from poor policy development to date. The broader development problem could be that children are not completing primary school, which is limiting economic development.

Although a single Activity is unlikely to have a demonstrable impact at this level, it is important to place it in context by describing what broader development issue it is trying to address.

### Q7. DESCRIBE BRIEFLY AND CLEARLY THE ACTIVITY CONCEPT

Define the overall objective of the Activity. This should be clearly linked to the broader development problem described in the previous question. Ideally, the definition should include only one concept in a simple sentence (avoid the words 'and' or 'through').

### Q8. EXPLAIN HOW THE CONCEPT MEETS THE PACIFIC PSLP AIM OF BUILDING LINKAGES AND CAPACITY

Describe how the Activity would meet the two aspects of the aim of the Pacific PSLP – to build capacity and to build linkages. Be specific and avoid using broad statements.

### Q9. EXPLAIN HOW THE CONCEPT ADDRESSES THE PACIFIC-SPECIFIC ASSESSMENT CRITERIA

These Criteria are set out in the Pacific PSLP Guidelines. Again, avoid using broad statements.

### Q10. DESCRIBE THE APPROACH OR STRATEGY TO ACHIEVE THE CONCEPT'S OBJECTIVE AND THE INPUTS TO BE PROVIDED

Provide a general idea of the approach or strategy to be employed to achieve the objective.

This should give the Inter-departmental Assessment Panel a clear idea of the Activity's components. For example, if the broad strategy is to build a counterpart organisation's capacity through study tours and training workshops, provide more detail, such as the anticipated number of workshops, their respective purposes and their intended participants.

While these details do not need to be very specific at the Activity Concept stage, the Panel does need to understand the nature and scope of Activity proposed.

Take the opportunity to demonstrate that you have considered how to achieve the Concept objective realistically. For example, if the overall objective is to improve policy development capacity, a single conference or workshop is unlikely to achieve this. Listing the types of activities planned will assist the Panel to determine broadly whether the Concept is feasible and worth following through to the detailed proposal stage.

### Q13. EXPLAIN WHY YOUR ORGANISATION IS UNABLE TO FUND THE PROPOSED ACTIVITY FROM ITS OWN RESOURCES

Pacific PSLP is not designed to fund activities that agencies could normally fund from their own budget allocations. Agencies that are resourced to undertake international work should briefly explain why they can not use their own resources to fund the activity.