Research on Poverty Alleviation, REPOA, is an independent, non-profit organization concerned with poverty and related policy issues in Tanzania. REPOA undertakes and facilitates research, enables monitoring, and promotes capacity building, dialogue and knowledge sharing.

REPOA's research agenda is concerned with poverty and its alleviation. Our objectives are to:

- develop the research capacity in Tanzania;
- enhance stakeholders' knowledge of poverty issues and empower them to act;
- contribute to policy dialogue;
- support the monitoring of the implementation of poverty related policy;
- strengthen national and international poverty research networks, and forge linkages between research(ers) and users.

It is our conviction that research provides the means for the acquisition of knowledge necessary for improving the quality of welfare in Tanzania society.

REPOA's Research Reports contain the result of research financed by REPOA. Our Special Papers contain the findings of commissioned studies conducted under our programmers of research, training and capacity building. The authors of these research reports and special papers are entitled to use their material in other publications; with acknowledgement to REPOA.

REPOA has published the results from this research as part of our mandate to disseminate information. Any views expressed are those of the authors alone and should not be attributed to REPOA.

Research on Poverty Alleviation (REPOA)
P.O. Box 33223, Dar es Salaam, Tanzania
157 Mgombani Street, Regent Estate
Tel: +255(0)(22) 270 00 83 / 277 2556
Fax: +255(0)(22) 277 57 38
Email: repoa@repoa.or.tz
Website: www.repoa.or.tz

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REPOA

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Special Paper 07.23

Guidelines for Preparing Concept Notes and Proposals

for Research on Pro-Poor Growth and Poverty in Tanzania

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P.O. Box 33223, Dar es Salaam, Tanzania
157 Mgombani Street, Regent Estate
Tel: +255(0)(22) 2700083 / 2772556
Fax: +255(0)(22) 2775738
Email: repoa@repoa.or.tz
Website: www.repoa.or.tz

By: Total Identity Limited
totalidentity@bol.co.tz

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Table of Contents

Acknowledgements *page iv*

I **Introduction** *page 1*

2 **Introduction to Research on Poverty Alleviation (REPOA)** *page 2*

3 **Research Grants from REPOA** *page 4*

4 **Guidelines for Preparing Concept Notes** *page 7*

5 **Guidelines for Preparing Research Proposals** *page 10*

6 **Some General Hints** *page 22*

7 **REPOA's Research Themes** *page 24*

8 **Bibliography** *page 33*

Publications by REPOA *page 35*

List of Figures

Figure 1: Framework for the concept note *page 8*

Figure 2: Common major problems with proposals presented to REPOA *page 11*

Figure 3: Proposal rating instrument *page 20*

Acknowledgements

This is the third in a series of guidelines prepared by REPOA in order to help researchers prepare improved proposals for research. REPOA is now receiving more proposals for research each year than ever before, and whilst we are glad to see the rising number of researchers applying for grants, and research projects being undertaken, our concern about the quality of research proposals remain. We hope that these guidelines, as well as REPOA's training in this area will help.

REPOA's mandate is to build the capacity of research in Tanzania and we want to help researchers improve their skills in writing proposals for research. Over the years we have observed that there is a very strong link between the quality of a proposal and the ensuing research project. A well thought out proposal where the author expresses their self clearly and logically should result in a well planned research project and a report that is both informative and a pleasure to read.

Many of REPOA stakeholders and staff have contributed to these revised guidelines, and we thank them for this. In particular we would like to thank Brian Cooksey, who has been deeply involved in all three guides, his contribution to this publication has been substantial. Special thanks are also due to Idris Kikula and Martha Qorro, whose analysis of a sample of proposals submitted to REPOA provided valuable input to the structure of this guide.

Introduction

How This Publication Can be Useful to You

This booklet should help researchers to be successful in receiving a grant from REPOA to undertake a research project. You will learn about the process for applying for a grant, and most importantly, how to write a successful concept note and then a full proposal.

Even if you do not want to apply for a research grant from REPOA, you should find the guidelines in this publication helpful if you want to improve your writing skills when preparing a concept note or a proposal.

The Layout

The first section of this book explains about REPOA - Chapter 2, and then moves on to describe the process for applying for a research grant - Chapter 3. Chapter 4 covers how to prepare a concept note, and this is followed by how to write a full research proposal - Chapter 5. Chapter 6 provides some general hints.

In the second part of this publication, Chapter 7 explains REPOA's research themes and gives some suggestions for research topics.

We hope that these guidelines are useful to you, however, should you like some more information then please don't hesitate to contact REPOA - we are here to help you develop your research skills.

2 Introduction to Research on Poverty Alleviation (REPOA)

REPOA is a Tanzanian research organisation which specialises in economic and social research. Research is central to economic growth and the eradication of poverty, as it establishes an insightful base for making decisions and designing interventions. REPOA seeks to build the capacity of, and mobilise stakeholders to understand the importance of research, and facilitate the use of information for policy dialogue and development.

REPOA began operating in early 1995 as a non-profit non-governmental organisation, and is now one of the leading independent non-profit research organisations in Tanzania. REPOA:

- Conducts and funds research, and supports capacity building of researchers;
- Develops research proposals and implements them, sometimes in partnership with local or international research institutions;
- Involves communities in fact-finding research which leads to action orientated measures;
- Undertakes commissioned research projects for local and international organisations;
- Mentors researchers during research projects and provides training courses to junior and intermediate researchers on designing research projects, research methodology and analysis;
- Encourages and facilitates policy dialogue between stakeholders, participates in policy development, poverty monitoring and budget processes. We support the poverty reduction activities of the Government of Tanzania by participating in processes such as the Public Expenditure Review and MKUKUTA Monitoring System;
- Provides training to research users such as central and local government employees and representatives from civil society organisations (CSOs) and non-governmental organisations (NGOs). The training is aimed at enabling policy makers, planners and those involved in advocacy to retrieve and analyse data, and interpret findings from research;
- Has national and international connections to governmental research and policy bodies, CSOs, NGOs, research organisations, academic institutions, the private sector, the donor community and individual researchers. We actively participate in many national, regional and international forums and workshops concerned with research, poverty and globalisation issues;

- Has a library which is specialised in poverty and development issues. The library is free and open to any member of the public, and

- Our publications are available in printed and electronic copy and can be downloaded from our website, or obtained from REPOA. Topics include research projects - including those projects funded by REPOA grants, summarised findings from research and policy analysis, and information on research methodology.

Further Information

Further information, including electronic copies of REPOA publications, can be obtained from our website: **www.repoa.or.tz**

REPOA's Annual Report contains detailed information of our Strategic Plan for 2005 - 2009, our activities, and managerial matters.

If you would like to be placed on our mailing list to receive our briefs, notices of forthcoming events, etc, please contact REPOA.

P.O. Box 33223, Dar es Salaam, Tanzania
157 Mgombani Street, Regent Estate
Tel: +255(0) (22) 270 0083 / 277 2556
Fax: +255(0)(22) 277 57 38
Mobile: +255 (0) 784 555 655
Email: repoa@repoa.or.tz

3 Research Grants from REPOA

Who May Apply for a Research Grant

REPOA provides grants for research projects via the Open Competitive System, which offers an unbiased provision of funding to junior and senior researchers. Both individual and joint proposals are acceptable; joint proposals are encouraged, but all proposals will be judged strictly on merit. Although most researchers are based in universities and other educational institutions in Tanzania, REPOA encourages proposals from individuals and groups in the private sector and NGOs. A joint proposal from different institutions is also viewed favourably.

Poverty has multi-faceted dimension; using an inter-disciplinary approach to research will produce a well-rounded analytical perspective of a situation where the inter-related and relevant aspects are duly examined and considered. Many researchers are specialised in one discipline and topic; therefore, in order to promote inter-disciplinary research, REPOA encourages teamwork on the research project.

Also, in order to build the research capacity, senior researchers are encouraged to team up with junior researchers. So, if you want to undertake a research project, but there are major gaps in your training or you lack research experience, then you should team up with other researchers who have the necessary knowledge and experience.

A proposal that includes a researcher who is not a Tanzanian citizen, or a non-Tanzania based institution should indicate the nature and amount of its own contribution to the project. A non-Tanzania based organisation or researcher would be expected to have well established links with local research bodies or local researchers.

REPOA's research grants include the funding of PhD theses. Research proposals related to degrees have to be declared as such, proof of registration provided, and the applicant's institution or supervisor must endorse the proposal.

Members of REPOA's Board of Directors and Technical Advisory Committee are not eligible for funds through the Open Competitive System. They are, however, eligible to receive funds for conducting research through the Structured Research Programme or commissioned research.

The Process for Applications

Under the Open Competitive System a public call for proposals invites interested researchers to submit concept notes (Chapter 4 explains concept notes) on research themes derived from the research agenda agreed upon by REPOA's stakeholders (refer to Chapter 7 for details of our research agenda). If the concept note is judged by REPOA's independent reviewers to be of merit, then the researcher is invited to prepare a full proposal for research (Chapter 5 explains proposals).

REPOA reviews all proposals fairly and transparently. Each proposal is also reviewed by independent anonymous experts, who submit their assessments to REPOA's Technical

Advisory Committee (known as the TAC). The proposal will qualify for funding if it is determined to be of good quality. This includes its academic and societal relevance, as well as whether it has followed REPOA's guidelines for proposals. Those who qualify receive funding to proceed with the research.

You may not be successful with your first attempt at the concept note and/or proposal. But this isn't a problem, as REPOA wants to help you to learn how to prepare a good concept note and proposal. Therefore, you will receive constructive feedback and will be invited to submit a revised concept note/proposal. Inexperienced researchers who show potential will undergo a mentoring programme with a senior researcher who is assigned to work closely with them to improve their concept note/proposal. A maximum of two revisions and re-submissions are allowed before authors are requested to seek alternative funding, or attempt a different topic.

After You Have Received the Grant

Congratulations - you can begin the research project - but your involvement with REPOA will continue. You will be required to sign and adhere to a contract. One of these requirements is that you will present your work in progress and draft final reports at REPOA seminars and at REPOA's Annual Research Workshop. This is the longest running and largest research workshop held by a Tanzanian research organisation. Here your presentation will be subjected to wide public comment and peer review, followed by close technical consultations with experts. You will also be required to hold a feedback session with those respondents who participated in your research.

Your draft of the final report will be anonymously reviewed, and you may be required to do some further work before you work can be submitted to REPOA for publication. Our editors will help you to present the document in a professional manner, and when the document is published they will help with the promotion of your work.

Resources To Help You

REPOA's Library

REPOA's library is specialised in poverty and development issues. The collection contains material relating to:

Growth and Poverty
Socio-Political Cultural Issues
Governance
Technology
Local Government
Vulnerability and Social Protection
Environment and Agriculture
Gender
Research Methodology
Children's Issues

As well as stocking the major books, current periodicals, journals, statistical compendia, policy documents and reports on poverty in Tanzania and more generally, the library also provides free internet access to trace other published and unpublished materials.

The library is open 10:00 to 13:00 and 14:00 to 17:00, Tuesday to Friday. There is a librarian available to assist you to find the information you need. You can search the online catalogue on our website at: http://www.repoa.or.tz/library/search.php.

Some Useful Reference Material Which Gives the Overall 'Picture' of Growth and Poverty in Tanzania

You can find details on the Tanzanian government's National Strategy for Growth and Reduction of Poverty ('MKUKUTA') on the website www.tanzania.go.tz. The structures in

place for monitoring the implementation of the Strategy are described on the website: www.povertymonitoring.go.tz.
Other useful background information is available from the Tanzania Socio-Economic Database: www.tsed.org, and the Tanzania Development Gateway: www.tanzaniagateway.org.

The Research and Analysis Technical Working Group (RAWG) publishes reports containing updates from recent research findings on trends in the incidence of income and non-income poverty in Tanzania, and progress towards realising the goals of MKUKUTA and the Millennium Development Goals (MDGs). Examples are the Poverty and Human Development Reports (PHDR) and the Status Report. The printed copies of these publications are available free at REPOA, and you can access them online at: www.povertymonitoring.go.tz, and at: www.repoa.or.tz.

Mentoring
As mentioned above, when we receive a concept note and/or proposal that shows promise, but needs improvement, we will provide mentoring. This means that an expert will work with you to help you understand the topic better and refine your work.

Training for Researchers
REPOA trains researchers in order to increase the number of researchers capable of undertaking policy relevant quality research on poverty issues and other related contemporary topics. Some of the courses offered relate to conceptualising poverty and designing research. Training courses offered by REPOA are advertised in the newspaper, on our website and a notice is sent out via email; so watch out for these courses.

If you would like to be informed about what's going on at REPOA then you can ask to be put on our mailing list.

REPOA is Here to Help You Improve Your Research Skills
Finally, it is part of our mandate to build the capacity of researchers in Tanzania, so please make contact with REPOA if you would like some help.

4 Guidelines for Preparing Concept Notes

What is A Concept Note?

The concept note is a brief outline of your proposed research. The concept note should:

- Spell out the research problem, outlining the background, methodology and location of fieldwork;
- Introduce the principal researcher and other researchers involved in the project, their qualifications, and their previous research experience and publications;
- Follow the framework laid out below;
- Not contain a detailed literature review and a budget, and
- It must not be more than 550 words - using single spaced paragraphs and font size 12 in Microsoft Word.

REPOA first requires a concept note before you submit a research proposal because this should help to ensure that your idea for the project is a good one and the way you want to go about the project is feasible. However, you will have to spend time carefully thinking and planning the research, as the planning of the research project is very important. How well you plan the research will largely influence how good the actual research project is. The planning is perhaps the most critical stage of the research project. This should reduce the risk of you preparing a full proposal that is rejected by REPOA.

If REPOA accepts the concept note, you will be invited to prepare a full proposal using the guidelines outlined in chapter 5. However, REPOA may ask you to clarify certain elements of the concept note before asking you to proceed to the full proposal stage. Note that the acceptance of the concept note does not guarantee that REPOA will ultimately agree to fund your research proposal.

We suggest that you read this publication right through before beginning to write your concept note. This is because there are issues to consider before writing the concept note which are covered in the chapter on writing a proposal and in chapter 6 there are some tips for writing style that will be useful in writing the concept note.

The Structure of a Concept Note

Please make sure that you follow this framework, as REPOA will not accept a concept note that does not meet the requirements laid out below.

Figure 1: Framework for the Concept Note

1. Research Title 15 words maximum	The title should focus the reader's attention on the essential theme of the proposed research - what are you researching? Have a concise and focused title. Be short, preferably not more than one line. Avoid unnecessary punctuation (commas, colons, semi-colons). Do not repeat keywords.
2. Research Problem 200 words maximum	A short summary of the research problem. What do you want to find out? What will you know after doing this research? What are the research questions? Use a clear and logical style in your writing.
3. Background 200 words maximum	A concise review of the main research work and current issues in the specific subject area. What is already known about this specific subject? This is not a literature review; you do not need to do one for a concept note.
4. Methodology 100 words maximum	Outline the proposed methodology. How will you conduct the research?
5. Location 50 words maximum	If fieldwork is involved, indicate where it will take place and if there is a special reason why you have chosen this location.
6. Principal Researcher (and other researchers, if applicable)	Provide name(s) and full contact details. Briefly state qualifications and research experience of all researchers. Attach short CVs (maximum of three pages each)
7. Project Timeframe	Proposed project start date. Duration of the project.

Remember that the total number of words is 550, (excluding the attached C.V.(s)). The number of words proposed under each heading in Figure 1 is a guideline only - you may use fewer words, but do not use more. (To count the words in a section of your concept note, first block the section (right-click your mouse at the top of the section and block to the end) and then go to 'Word Count' under 'Tools'.)

How to Submit the Concept Note

REPOA will provide you with the form for you to prepare your concept note, or you can simply prepare your own, but you should follow the layout in Figure 1. You can also download this form from REPOA's website at http://www.repoa.or.tz/research_proposals/process.php.

You can submit a concept note at any time of the year. Remember that it must fall within one of REPOA's research themes, which are set out in Chapter 7. REPOA also makes special calls for research proposals on a particular topic; these are advertised in the newspaper, on REPOA's website and a notice is sent out by email.

Send the completed form to REPOA at:
P.O. Box 33223, Dar es Salaam
157 Mgombani Street, Regent Estate
Or email it to repoa@repoa.or.tz

In all cases indicate that the document is for the attention of the Research Coordinator.

Please note that if REPOA is not satisfied that you have followed the above guidelines for a concept note, you will be asked to make revisions before resubmitting the concept note.

Assessing Concept Notes

REPOA will forward concept notes that have followed the guidelines to three anonymous expert reviewers who will look closely at the quality of your submission. They will evaluate your concept note considering such matters as:

- Is the title focused and clear?

- Is the research problem clear and logically presented?

- Does the background section indicate that the researcher has a good grasp of the problem area?

- Is the proposed methodology appropriate for the proposed study?

Reviewers' conclusions are forwarded to REPOA's Technical Advisory Committee (TAC) for review and endorsement. The TAC may propose that the concept note be rejected or accepted, or that you should revise it for resubmission, taking into account the critical comments from the reviewers. In all cases (acceptance, request for revisions, or rejection) REPOA will send you the experts' comments to help you with your subsequent work.

If REPOA accepts your concept note, you will be requested to prepare a full proposal.

If the concept note requires some changes, these will be indicated to you, and you will be requested to resubmit a revised concept note.

If your concept note is accepted, REPOA will offer you advice and assistance in preparing your full proposal. If your concept note is rejected, the reasons will be spelled out to you in detail in order to help you improve further concept notes or research proposals.

An outright rejection means that REPOA will not consider a resubmission on the same topic from the same author or authors.

5 Guidelines for Preparing Research Proposals

The following guidelines are designed to help you prepare your full research proposal. As stated in the prior chapter, how well you plan the research project is critical to the success of the research project.

Closely following these guidelines will improve your chances of obtaining a REPOA research grant and should help you to ensure that you have a well thought through plan for the research project.

But before we go through the guidelines let us summarise what a research proposal does, it explains: 'how, what and why?'

- "what the proposed research is about;
- what it is trying to find out or achieve;
- how it will go about doing that;
- what we will learn from it and why it is worth learning"

The above is from: *"Developing Effective Research Proposals"* by Keith F. Punch (2000, page 10). This is one of several books in REPOA's library on research methodology and writing skills for researchers. Another book available in our library which we use in our training is *"The Craft of Research"* by Wayne C. Booth et al.

A proposal is a document that:

- provides a logical presentation of a research idea,
- illustrates the significance of the idea,
- shows the idea's relationship to past research, and
- articulates the activities for the proposed research project.

Remember that the proposal is a stand-alone document, people will be assessing your proposed research without being able to discuss your project in person with you.

Included with these guidelines are some findings from a study which REPOA commissioned to evaluate the common problems of a sample of 240 research proposals which had been submitted to REPOA during 1995 to 2004. You may find it useful to read this REPOA Special Paper 07.24 by Idris Kikula and Martha A.S. Qorro (2007), *"Common Mistakes and Problems in Research Proposal Writing: An Assessment of Proposals for Research Grants Submitted to Research on Poverty Alleviation REPOA (Tanzania)",* as you could learn what to take care not to do. This study found that nearly three-quarters of the sample research proposals reviewed were unsuccessful. Most authors of proposals had had

particular difficulty with stating the research problem and proposing appropriate methodology.

The common major problem areas identified by reviewers are summarised in Figure 2:

Figure 2: Common Major Problems with Proposals Presented to REPOA

Component	Problems
Title	Only 29% of the titles were considered adequate. Faults were: title too broad, lacked focus and/or too wordy.
Introduction	Half of the proposals sampled lacked clarity and focus.
Problem Statement	Only 16% of the proposals sampled had a well written problem statement.
Objectives	Less than a third (29%) of the proposals had clearly stated objectives.
Literature Review	Only 14% of the researchers had adequately reviewed the relevant literature. 63% of the proposals were missing critical literature.
Hypotheses	Only 18% of the proposals had adequate, testable hypotheses.
Sampling Procedures	Only 12% of proposals had satisfactory sampling.
Data Analysis Techniques	89% of proposals were proposing to use unsatisfactory data analysis techniques.

Source: Special Paper 07.24 "Common Mistakes and Problems in Research Proposal Writing: An Assessment of Proposals for Research Grants Submitted to Research on Poverty Alleviation REPOA (Tanzania)." Idris S. Kikula and Martha A.S. Qorro.

By following the guidelines below you should be able to avoid the problems listed above.

Summary of the Structure of a Proposal

Your research proposal to REPOA should have the structure set out in summary below and then explained in detail. Please make sure that you follow this framework, as REPOA will not accept a proposal that does not meet the requirements laid out below.

The Structure of a Research Proposal

(in the order that it should be presented)

Title	20 words maximum
Abstract	500 words maximum
Introduction and Background	1,000 words maximum
Statement and Significance of the Research Problem	250 words maximum
Research Objectives	200 words maximum
Theoretical Background and Literature Review	3,000 words maximum
Methodology and Hypotheses	1,000 words maximum
Policy Implications and Feedback	250 words maximum

Researchers and Institutional Attachments
Timetable
References
Budget

You may start writing your proposal at any section, you will probably find it easier to write certain sections before others.

Remember that the number of words proposed for each section of the proposal is a guideline only - you may use fewer words, but do not use more. If you can get your message across with fewer words, so much the better.

Detailed Guidelines to the Structure of a Proposal

Title

What the research is about

The title must give the reader an immediate impression of what to expect in the document. The title of a research study must be as short and clear as possible, but sufficiently descriptive of the nature of the work.

- Make the title short and clear; aim for no more than 20 words.
- Your title should avoid unnecessary punctuation (commas, colons, semi-colons).
- Don't repeat the keyword(s).
- This is the first page of your proposal.

The title is the first thing a REPOA reviewer learns about your proposal, so it is important that the title gives a good impression. Kikula and Qorro's (2007) review found that most titles of research proposals submitted to REPOA were too broad, too wordy and lacked focus. Remember that the title is designed to focus the reader's attention on only the essential theme of the proposed research, the reader will find out further details in due course.

Abstract

The abstract summarises the main points in the proposal. It should be kept as short as possible, without leaving out any important points.

- 500 words maximum.
- It is not an introduction, it is a concise summary, an overview.

Summarise the key information from your proposal, including the research's significance and its potential contribution. The abstract appears first after the title page, but is usually the last part of the proposal to be written.

Introduction and Background

This 'sets the stage' for your proposed research project. It should summarise the background information to the problem to be studied and the context within which it will be studied. It shows also the significance of the study, research idea, and the policy environment.

- 1,000 words maximum.
- State the problem, its context, and the purpose of the research.
- Include what is known on this matter already and how your research would tie in with this. Caution: this part of the proposal is not the literature review (see below), so just cover how this proposed research would complement what is already known.
- Specify the geographical location, as well as the target group of the research.

This part of your proposal establishes your credibility, so write it in a logical and convincing manner. Kikula and Qorro found that 72% of the introductions to the proposals from the sample were unsatisfactory. Nearly half (49%) of the introductions lacked clarity and focus and the writing was 'casual', it was not well ordered and logical.

Kikula and Qorro reminded researchers that the introduction: *"...must also identify a knowledge gap, and how the proposed research intends to reduce the gap and contribute to the advancement of knowledge on the chosen topic. Identification of a knowledge gap ustifies the research proposed. Without this justification, a study may be viewed as research undertaken just for the sake of the researchers."*

Statement and Significance of the Research Problem

Reason for the research project

This is a core section of the proposal as it spells out what you want to research. How will the research contribute to our understanding poverty, and growth and development? What is the importance of what you want to study? What variables are you looking at in the study?

- What is going to be studied or investigated?
- Why it is important that this subject be studied?
- This statement should be brief and clear. 250 words maximum.

Kikula and Qorro found that only 16% of the sampled proposals had a well-written problem statement. The rest had problems ranging from no problem statement to statements which lacked clarity and focus.

Research Objectives

- What is/are the key objective(s) of the research? What is it that you plan to accomplish?
- 200 words maximum.

One principal objective may be enough, and more than three major objectives would probably be too many. Objectives should be listed in order of importance (primary, secondary). Research objectives do not include using the results of the research to influence policy.

Kikula and Qorro found that less than one-third (29%) of the sampled proposals stated the objectives clearly. The rest either did not clearly state the objectives, or included many general objectives that obscured the intended research.

Theoretical Background and Literature Review

What is already known and what needs to be known

The literature review should give a brief description of what is already known in terms of studies done in the area, policy statements and their implications, and an identification of gaps to be studied and filled, on a theoretical, as well as empirical level. You should indicate how existing work contributes to the proposed research, and vice versa, how the proposed research moves beyond existing information.

The literature review deepens our understanding of the problem area, and allows you to learn from and build on what others have already done, and identify gaps to be filled. It covers theoretical underpinnings, general concepts, and empirical studies.

- Key research findings should be discussed in some detail, and the most pertinent issues summarised.

- All textual references must be included in full in the list of references at the end of the text.

- 3,000 words maximum.

It is important to convince REPOA that you have a good grasp of the most recent literature on the topic. Historical background is important, but only if the proposed research has a strong historical dimension will you be expected to cite large numbers of historical sources.

If you ignore major academic, government or other sources of information to which you could normally be expected to have access to, then the proposal could well be rejected. We recommend that you consult with others to make sure you have not missed any important texts, and REPOA's library has a good source of reference material.

A subject specialist will know immediately whether you have read the relevant and up to date literature; indeed, one of the reviewers may well be one of the main sources you should be quoting. You should remember that the reviewers will scan the proposal's bibliography sooner or later, and the presence or absence of a key reference will make all the difference.

In the proposal you will be expected to outline some of the relevant theoretical background to the field of enquiry, including the main ideas of the major schools of thought. If you are a multidisciplinary team, what are your common concepts and how do the team members collaborate with each other?

Kikula and Qorro found that the proposal writers did not take the literature review seriously. Only 14% of authors adequately reviewed the appropriate literature. Other problems identified included inadequacy of literature reviewed (39%), lack of focus (16%), no review of literature at all (7%), and poor presentation of the review (9%).

In the literature review, and throughout the proposal, you should make sure that the figures quoted are crosschecked and meaningful. All concepts and indices except the most obvious should be clearly defined.

Methodology and Hypotheses

Describe the main research methods and techniques to be used. Are you planning to base the study on existing information or do you intend to undertake interviews or some kind of survey? Or perhaps a combination of these? Or are you planning a participatory or action

research project? The data required should be described thoroughly and a description of the planned fieldwork should be included as well.

Describe how the research questions will identify the key variables that the research is aimed at, and the relationships the researcher expects to find, or not find, between them. The research questions should guide the researcher in determining the exact information he/she requires from the fieldwork.

If you intend to undertake a questionnaire survey, you should indicate sampling procedures and approximate sample size. Draft questionnaires may be included in the proposal, but this is not essential, it is better to describe in broad categories the information you will be seeking in the questionnaires. Wherever possible, quantitative information should be complemented with qualitative information collected in interviews or group discussions. If you have never undertaken a survey before, get advice from someone who has, otherwise you will make mistakes that cannot be subsequently corrected, and the quality of your research findings will suffer as a consequence.

State clearly and thoroughly how the data will address the research problem to meet the stated objective(s), and hence prove the research hypotheses. It is not necessary at this stage to go into details concerning data analysis. You do not need to mention the computer programme you intend to use, nor the standard statistical techniques you will use.

Hypotheses are intended to sharpen the focus on the key variables you intend to study and the relationships that you expect to find (or not to find) between them. If you do not have any explicit hypotheses, you may find it difficult to focus properly on the exact information that you require from the fieldwork. This could lead to asking respondents irrelevant questions, thus wasting their time. You may not have fully developed the hypotheses by the time you make the proposal to REPOA. This will not count against you, but you still need to indicate the main focus and variables, with some discussion of the possible causal relationships you expect to find. If you are entering an unknown research field and have no idea what to expect, you may propose to leave hypothesis formulation and testing to a later stage or phase in the research. If you propose to study methodological and theoretical issues there will be no need for generating hypotheses to test.

- Describe the sample and the sampling procedures (if relevant) - what, how and why?
- Describe the instrument(s) to be used for data collection and the fieldwork.
- Are there/ could there be any limitations?
- How will the analysis of the data be carried out?
- Consider ethics (if relevant) - consent, access, etc.
- 1,000 words maximum.
- Ensure that the proposed research methodology is consistent with the objectives of the research.

Kikula and Qorro found that authors had problems in articulating comprehensible hypotheses, with only 18% of the proposals adequately presenting relevant hypotheses. Problems noted included: inadequate presentation, hypotheses not stated, irrelevant hypotheses, and a lack of a clearly formulated hypotheses. In addition, while a majority of the authors took the trouble to design appropriate research methods, over half of the proposals lacked clarity in their presentation of the research methods to be used.

If presenters are not confident in their ability to undertake certain types of research, it will be necessary to enrol for various short methodology courses which REPOA organises from time to time. You should demonstrate your familiarity with the proposed research methodology, for example, by providing evidence that you have successfully used it before. For an introduction to basic survey research methods, you may refer to "*Some Practical Research Guidelines"* by Brian Cooksey and Alfred Lokuji (REPOA Special Paper No. 12, December 1995), and REPOA's library has publications on research methodology and analysis.

Policy Implications and Feedback

Possible implications and results sharing

This section provides information on the intended policy and/or the strategic action implications of the research. Researchers often aspire to influence the policy-making process, but a statement of this intention does not get us very far, you need to be clear in the possible linkages to policy matters.

Feedback to the communities and organisations collaborating in the research is an important element in your research. You should indicate how the feedback to the community and the sharing of information with the stakeholders will be carried out and what benefits could be derived form the findings.

- 250 words maximum.

Researchers and Institutional Attachments

Give details of the senior researchers involved and their CVs, institutional attachments and the division of responsibilities within the proposed research project.

The proposal should indicate who is responsible for the training and supervision of fieldworkers and other junior researchers, if any.

A proposal from an institution should be channelled to REPOA through the head of the department of that institution. You should indicate the experience and capacity of your institution with regards to research in the field you will be working in.

Where joint research between two institutions is proposed, the nature of the understanding between them should be specified, preferably with documentary support.

Proposals from individuals without an institutional attachment will be considered on their individual merit.

Timetable

You should indicate the breakdown of activities and approximate timing. Be realistic with the timetable since you will be expected to keep to your deadlines. Extensions can be granted when just cause is demonstrated, but the onus is on you to present the findings according to an agreed timetable, or to explain in advance why this has to be modified.

References

References are published and unpublished works that you cite in your text. All references in the body of the proposal should appear in full in the References section at the end, in alphabetical order. All references in the References section should also be in the text.

You must list the author, title, year of publication and publisher at the end of the report in a References section, and, where the report is directly relevant within the text, you may list the same as a footnote on that page, or within the text itself.

No references should appear in the References section that are not in the body of the text, as this is a bibliography. References are not the same as a bibliography. A bibliography is a collection of references intended to cover all the major texts in a given field for a given period. You are not required to submit a bibliography.

- References must be in alphabetical order.

- References should use the following conventions:

Book:
Said, Edward W., (1994). *Culture and Imperialism*, London: Vintage.

Chapter in an edited volume:
Kiondo, Andrew S., (1994). "The New Politics of Local Development in Tanzania," in Peter Gibbon (Ed.), *The New Local Level Politics in East Africa.* Uppsala: Scandinavian Institute of African Studies, pp. 50-88.

Journal article:
Booth, David, (1991). "Timing and Sequencing in Agricultural Policy Reforms: Tanzania," *Development Policy Review*, Vol. 9, pp. 353-379.

Dissertations:
Lugalla, Joe L., (1990). "Socialist Construction and the Urbanization Process in Tanzania (An Analysis of Urban Poverty and Politics)," PhD dissertation, Bremen, University of Bremen.

Papers and monographs in series:
Lawson, Andrew, (1994). "Underfunding in the Social Sectors in Tanzania: Origins and Possible Responses," Working Papers, No. 2, Dar es Salaam: Tanzania Development Research Group.

Unpublished reports and papers:
Missano, H.M, (1994). "Task Force Report, Midterm Review on Adequacy of Food Intake," Mimeo, Dar es Salaam, Government of Tanzania/UNICEF.

Here are some key reminders for when you are using material that has been written by someone else:

- You should always acknowledge the work you are using material from.

- Whenever you quote the exact words of the author you must place speech marks before the first word and after the last word of the sentence or phrase, and put the text in italics.

- If you take what the author has written, change a few words, and then use this in your writing - then you must acknowledge the author.

- If you take the concept, information, findings from a report, book, etc you should still cite the author and publication.

The Budget

The research grant can cover items such as labour, subsistence, transport, materials and supplies, photocopying and binding, literature, organising seminars or workshops, training of research assistants, pre-testing questionnaires, data coding and analysis, etc. The budget should also foresee the costs involved in feedback of research results since this is considered to be an important element of a research project.

REPOA has standard rates for all budget items that are considered to be sufficient for carrying out research in Tanzania. Researchers are required to give details of the number of days, number of researchers and rates used to calculate the budget; there are maximum limits for the budget items. Please contact REPOA if you need further advice on preparing the budget.

REPOA's research grants do not include capital expenditure of any kind, such as vehicles and computers, nor do they allow for contingency expenses or overheads.

Research reports or papers approved by REPOA for publication as part of its series will be financed separately out of REPOA funds. Publication by another party will not be financed by REPOA.

You must indicate what support you are getting from other sources in relation to the proposed research, if any.

Summary of Admissible Items

Labour:
- Research honoraria for the principal researcher(s), up to a maximum of US$ 2,000. Honoraria will only be paid on presentation of final research findings of quality acceptable to REPOA.
- Research assistants at US$ 10 per person per day.
- Data coding, inputting and/or analysis at the effective rate of US$ 10 per person per day.
- Data analysis and computing at the effective rate of US$ 15 per person per day.
- Secretarial and other personnel at the effective rate of US$ 10 per person per day.

Subsistence/Incidentals:
- Daily subsistence allowance for travelling out of their workstation: principal researcher(s) US$ 60 per day, and research assistants US$ 20 per day.
- Incidentals when not travelling out of their workstation: principal researchers US$ 40 per day and a lunch allowance for research assistants of US$ 5 a day.

Transport:
- Inter-town: Public transport by air, train and road at actual cost, or if you are using your own vehicle then the equivalent of the lowest public transport cost.
- Intra-town (this does not include going to and from your usual place of work / study). Receipt for actual costs of public transport, or US$ 0.75 per kilometre in rural areas and US$ 0.5 in towns.

Materials and Supplies:
- Photocopying - actual cost.
- Report production and binding - actual cost.
- Computer time - actual charge.
- Acquisition of literature - actual cost.
- Cartography - actual cost.

- Rates for material and equipment for action-oriented and natural science research are based on the type and nature of the research.

Other Costs
Other research costs such as training research assistants, pre-testing questionnaires, organising seminars and mini-workshops to present work in progress will be funded on the basis of anticipated or actual costs.

Assessing Proposals

Before your proposal is sent for expert review, REPOA assesses whether you have followed the above guidelines. You will be asked to revise the proposal before it is assessed by experts if you have failed to follow the guidelines presented above.

Essentially, those evaluating your proposal will consider the following about the proposed research project:

- Is this plausible?
- Is it practicable?
- Is this research worth doing? What will be learnt from it?
- Does the researcher(s) have the appropriate skills for this project?

The three expert reviewers of REPOA research proposals use the following rating instrument (Figure 3). The rating instrument summarises the reviewer's assessment. Each of the assessment criteria is given a score of 1 to 4. The scores are summed and divided to give an average score. In addition the reviewers provide written critical comments on the main components of the proposal. The reviewer does not know who has written the proposal.

The proposal is accepted outright, accepted pending minor or major revisions, or rejected outright. Comments are forwarded to the author(s) when projects are rejected or require revisions. If the proposal shows some promise but needs substantial revisions, REPOA may identify an expert to mentor you through revising the proposal.

Figure 3: Proposal Rating Instrument

Title: .....

Rating Codes: 1 = Weak 3 = Good 2 = Satisfactory 4 = Excellent

CRITERION	RATING
1. Is the title of the research adequate?	1 2 3 4
2. Is the introduction/background rich enough to provide justification for the study?	1 2 3 4
3. Is the research problem clearly presented?	1 2 3 4
4. Is the research problem important and relevant to REPOA?	1 2 3 4
5. Is/Are the objective(s) of the research clear?	1 2 3 4
6. Is the literature/bibliography review appropriate/adequate?	1 2 3 4
7. Is/Are the research questions appropriate?	1 2 3 4
8. Is/Are the hypothesis(es) testable?	1 2 3 4
9. Is the proposed methodology appropriate?	
(a) Is the sampling procedure and proposed sample adequate?	1 2 3 4
(b) Are data collection tools/procedures appropriate?	1 2 3 4
(c) Is/Are data analysis technique(s) appropriate?	1 2 3 4
10. Quality of text, editing and presentation	1 2 3 4
11. Proposed feedback mechanism to the "researched communities" is adequate and feasible	1 2 3 4

Average score derived from the 13 items above _____

Proposal Recommended: {3 < X > 4} _____

Proposal Recommended with minor revisions: {2 < X > 3} _____

Proposal Recommended with major revisions (need guidance):{1 < X > 2} _____

Proposal Not Recommended: {0 < X > 1} _____

Other Matters

Dissemination of Results
REPOA organises an annual research workshop and seminars where you will be invited to present your preliminary and final research findings and receive critical feedback from experienced researchers.

Dissemination is a vital part of the overall research exercise; if you plan other means of distributing research results, these should be mentioned in your proposal.

Research Clearance
You will arrange your own research clearance according to the established procedures of your institution. Individuals not attached to institutions must obtain research clearance through the Tanzanian Commission of Science and Technology (COSTECH) at:
P.O. Box 4302, Dar es Salaam
Ali Hassan Mwinyi Road, Kijitonyama (Sayansi) COSTECH Building
Tel: + 255 (0) (22) 2700750
Fax: + 255 (0) (22) 2775313 /4
Email: costech@costech.or.tz, or rclearance@costech.or.tz),
or through a specialised research body.

The disbursement of funds will depend on your presenting REPOA with the appropriate documentary proof that this clearance has been obtained.

Research Ethics
Beneficiaries of REPOA grants will be expected to adhere to professional ethics that require that informants give information on the basis of informed consent. No information should be obtained by force or fraud. Whilst researchers are expected to cooperate with local political and administrative authorities in the course of their research, it would be counterproductive to make use of these authorities to oblige respondents to cooperate with the researchers.

Evidence of systematic plagiarism (unacknowledged quotations from other research) or double funding of the same research project will lead to the immediate cancellation of the grant.

Any legal proceedings initiated by REPOA will be based on current Tanzanian law. In all cases you, and not your employer or REPOA, will be deemed to be responsible for assuring that the research is conducted according to the above principles.

Copyright
Copyright remains with REPOA, but researchers are given the freedom to publish their work, however REPOA expects the researchers to publish their findings under REPOA's auspices in the first instance. Acknowledgement must be given that REPOA funded the research project and holds copyright.

6 Some General Hints

Quality Versus Quantity

You will be judged on the quality of the proposal, not by the amount that you have written. Short proposals are better than long ones, the reviewers will not be interested in how much you know - rather in what you know and want to know. The proposal should contain only relevant and necessary background information.

Reviewers will give you a poor rating if your proposal is verbose, repetitive, off the point or overly general. To help keep the proposal within readable limits, you should not spend time describing the following:

- Poverty worldwide, or in Africa; you do not need to 'set the context' for your reviewers: they know these issues well and it does not help your proposal to repeat them;
- General discussions of poverty in Tanzania, and
- Excessive background information on the sector you are dealing with - for example, agriculture, education, or small-scale business. (If your topic is, for example, vocational training, focus on that. You will soon use up your 15 pages.)

You must, however, provide a clear, short summary of the meanings and definitions of poverty relevant to your study.

Know the Subject

The proposal will be read by experts in the research field. Therefore you must read extensively enough about the chosen topic and identify the important major books, articles, and research reports on the chosen topic. Reliance on too few sources will disqualify your proposal. Tanzanian sources should be cited before citing research from outside of Tanzania. Remember to follow the reference conventions contained earlier in these guidelines. (Chapter 4).

Editing and Presentation

The proposal needs to be clear, concise and presented. A poorly written and/or presented proposal will affect the credibility of the proposal. You will not impress reviewers by writing long, complicated sentences and paragraphs.

Knowledge of word processing programme such as Microsoft Word is advisable since you are solely responsible for the quality of the presentation.

- Use single spaced paragraphs and font size 12 in Microsoft Word. (This works out to a proposal of between ten and fifteen pages.)

- Check for spelling mistakes (word-processing programmes have a spell-check facility). Use British English.

- Check that the sentences are logical and not too long. Use a minimum of commas, brackets, colons, semi-colons and dashes. Make sure your sentences have subjects, verbs and objects.

- Check that you have not repeated yourself, and that there are no inconsistencies or contradictory statements.

- Use headings and paragraph spaces to make it easier to read the text.

- Numerical errors or inconsistencies will create a poor impression. Numbers should usually be rounded to the nearest whole number, avoid one or more decimal points. Large numbers should be rounded.

It is a good idea to ask someone else to read through the draft of the proposal. There may be something they don't understand - which will mean that you will need to improve what you have written.

When you think you have completed the proposal take a break of at least a day, and then go back to the proposal with a fresh eye - you may well notice some areas to be improved.

Remember that you will not have the opportunity to speak to the reviewers to explain your proposal, the proposal must be able to stand alone. A well-written proposal will greatly determine the success of the application for a grant from REPOA. Do not be afraid to scrap parts of your proposal if they do not appear to follow these guidelines. Be prepared to challenge your co-authors on the substance of the proposal if you think revisions are required.

7 REPOA's Research Themes

The National Policy Context

Tanzania's official policy to address poverty is based on the *National Development Vision 2025* (URT 1999), the *Tanzania Assistance Strategy* (TAS) - which has been replaced by the Joint Assistance Strategy (JAS) and the *National Strategy for Growth and Reduction of Poverty* - 'MKUKUTA', as well as through numerous sector strategies and policies.

Vision 2025 stipulates the broad development agenda for the country and envisages Tanzania free from abject poverty by 2025. The TAS provides a framework to assure national ownership of the policy agenda, to harmonise development assistance, and reduce transaction costs. TAS identifies priority areas for poverty reduction with the objective of guiding development assistance in a co-ordinated manner. JAS guides development assistance in a co-ordinated manner.

The MKUKUTA grew out of the Poverty Reduction Strategy (PRS) and represents Tanzania's overarching strategic framework for achieving sustained economic growth and poverty reduction. This framework consists of three components or 'clusters', dealing respectively with economic growth and poverty reduction, improving the quality of life and social wellbeing, and governance and accountability (Clusters 1, 2 and 3 respectively). The main goals of MKUKUTA are to reduce basic needs and food poverty by 50 percent between 2000 and 2010, and to eradicate poverty by 2025. The Poverty Monitoring System is explained at: www.povertymonitoring.go.tz.

Research Themes

REPOA's research programme covers a number of substantive themes, which are listed below. In addition to these themes, REPOA has a research programme on children to which you may submit research proposals via the Open Competitive System. For convenience, priority research themes concerning children are listed under vulnerability and social protection.

As part of its 2005 - 09 Strategic Plan, REPOA has identified four key research themes:

- Growth and poverty;
- Vulnerability and social protection;
- Social, political and cultural dimensions of poverty; and
- Environment and agriculture.

and three cross-cutting themes of:

- Gender,

- Governance, and
- Technology.

Below we list a number of important research sub-themes and suggested areas under each theme. The list may help guide you in your selection of research topics, but you can select a research subject that is not mentioned, as long as it is related to one of the seven research themes listed above, as REPOA will only fund research that comes under these themes. Crosscutting themes appear under the four main research themes; others suggested research themes are listed under the crosscutting themes themselves.

You can find further details of REPOA's research themes, related activities and publications on its website: www.repoa.or.tz, or from REPOA.

Growth and Poverty
Most observers agree that economic growth is a precondition for poverty reduction. No country has achieved a sustained improvement in the economic fortunes of the mass of its citizens without substantial increases in income. But growth must be broadly based to make a significant impact on the incidence of poverty. If levels of inequality are high, a given level of growth is likely to have less impact than when inequality is low. Put another way, more growth is required for the same amount of poverty reduction in countries with high, as opposed to low inequality. Policy should strive to ensure that growth is sufficiently broad-based to eliminate mass poverty.

Suggested Sub-themes:
- Fiscal policy
- Foreign aid
- Foreign direct investment
- Globalisation
- Human resources development
- Income distribution
- Infrastructure
- Public-private partnerships

Suggested Areas for Research:
- Trade/foreign investment liberalisation for developing national technological capacity
- The role of the informal sector/growth and the State
- The effects of reforms on the poor and most vulnerable. Causes and impact of past and present economic reforms on income distribution and poverty
- The implications and uses of modern information technology, as well as its accessibility and training
- The effects of structural adjustment/liberalisation on income distribution and poverty

- Issues relating to the skills, training and capacity building, and/or indigenous knowledge, informal/ formal education for human resource development

- Process, regulation and impacts of foreign direct investment in rural areas

- State capacity, effectiveness and efficiency

- Performance of central and local government, NGOs and private companies in implementing poverty focused programmes and projects

- Role of formal and informal institutions in promoting or hindering pro-poor growth

- Taxation, regulation, markets and poverty

- Political power and public policy

- The impact of foreign aid on growth, equity and poverty reduction

Vulnerability and Social Protection

Concern with social protection as an aspect of poverty derives from the insight that, in countries like Tanzania with a high incidence of poverty, generalised insecurity makes vulnerability to impoverishment more or less endemic (REPOA 2006: 6). Certain groups of children and youth, the aged and disabled constitute particularly vulnerable groups. The most vulnerable children (MVC) identified by research are: the under-fives (vulnerable to diseases, including HIV/AIDS, malnutrition and inadequate care); child prostitutes, working children engaged in risky and low paying jobs (mining, commercial agriculture); street children; unpaid domestic workers; children whose parents are sick with AIDS; orphaned children; child mothers, and children with disabilities.

Suggested Sub-themes:

- Chronic poverty

- Food security and insecurity

- Safety nets

- Social exclusion

- Social impacts

- Social service provision

Suggested Areas for Research:

- Marginalised populations

- The 'new' poor

- Investment patterns of rural citizens

- HIV/AIDS, TB, malaria: access to health services, orphans, stigma, the use of indigenous healers and traditional medicines

- Impact of AIDS and of economic reform on commercial sex workers

- Water, education, health, shelter & sanitation

- The emergence of beggars and street children

- Rural-urban migration

- Changing attitudes on the role of the extended family, family size, mutual assistance

- Governance in education structures

- State, market and community based social protection mechanisms for various vulnerable groups

- Disasters, food aid, entitlements and vulnerability

REPOA has published a special paper on its research programme on Social Protection: Special Paper 06.19 *"Developing Social Protection in Tanzania Within a Context of Generalised Insecurity"* by Marc Wuyts. You can obtain this publication from REPOA or download it from our website.

Social, Cultural and Political Determinants of Poverty
Any meaningful framework for analysing poverty must incorporate the behavioural context in which poverty is experienced. More specifically, it is essential to understand the motivations and constraints that affect the behaviour of the poor. Some motivations and constraints are economic in nature, others are more social and cultural.

Suggested Sub-themes:
- Attitudes

- Human Rights

- Power relations

- Social impacts, adaptations

- Values, beliefs, social practices

Suggested Areas for Research:
- Local government, poverty reform and development programmes

- Changing attitudes of and towards women; women as household heads

- Effects of witchcraft and other traditional practices on poverty

- Differences in motivation and enterprise between ethnic groups, *uswhili/laissez faire* approach to life

- Influence of religion on poverty, ideologies and forms of control and cultural expression, power and income

- Theft, embezzlement & corruption

- The deterioration in the national commitment, culture and self-reliance (dependence on the government and donor aid)

- The effects of socialisation and education processes on gender stereotyping and attitudes

- Class: relationships between successful women and the poor; urban and rural women

- The interaction of class, gender and poverty

- The effects of HIV/AIDS on women's and old people's workloads, commercial sex, and relationships between men and women

- The effects of rural to urban migration on women

- Non-income poverty

- Unequal representation in education, the cash economy and the government

- Uneven burden of macro-economic 'adjustment' / policy on women and children (due to restricted access to services, resources and control over assets, traditional patriarchal division of labour, power, and responsibility by gender)

- Law and property rights

- How decentralisation affects women and small traders

- Relationships between religion, ideology, forms of domination, culture, power and poverty

- Local government stability and accountability

- Monitoring and oversight of the judiciary

- Trust and social capital

- Institutions, governance and accountability

- Culture, poverty, wealth and HIV/AIDS

- Patriarchy in modern Tanzania

Environment and Agriculture

The rural poor derive many of their subsistence needs from their local environment, including food, energy supplies, housing materials and medicinal plants. Natural resource rents from fishing, logging, hunting, tourism, mining and other types of resource exploitation have great potential for reducing poverty. Joint management of natural resources may enhance both conservation and income creation for poor individuals, households and communities. Since the poor depend heavily on a wide range of environmental goods for their livelihood, they suffer disproportionately when environmental conditions deteriorate or their access to these resources, land in particular, is limited.

Suggested Sub-themes:

- Extension services
- Food security
- Land tenure
- Marketing
- Population dynamics
- Production, productivity
- Rights to resources

Suggested Areas for Research:

- Land reform, effects / implications for the poor of Land Acts policies
- Statutory rights, especially those concerning women
- Grassroots / local knowledge and adaptations
- Problems / benefits of technology transfers and employment
- Resource-poor environments and impacts of land alienation and tourism
- The science and technology climate in Tanzania
- Reasons for resistance to change and cultural attitudes to new technologies
- How other countries overcome resistance to innovation, application in developing countries
- Implications and forecasting of appropriate technologies and relevant techno-economic development policy, sustainability and modern biotechnologies.
- Indigenous intellectual property rights, indigenous technology, traditional and modern agro-ecology practices
- Lessons from the Asian technological revolution
- Livestock keepers, pastoralism, land alienation, mobility and land conflicts with peasants
- Policy based lending
- Impacts of reforms on privatisation and links of increasing agricultural development to health and poverty
- Environmental degradation
- Roles of formal institutions - ministries, local governments, and NGOs - in safeguarding the environment
- Biotechnological impacts on environment and agricultural output

- Impacts on the well-being of people who live near mining and tourism sites/land and resource alienation and displacement

- Uneven environmental resource access and impacts

- Relationships between population growth, migration, and the environment

- Poverty and resource poor environments

- The dynamics of integrating traditional and modern agro-ecological practices

- Institutional governance aspects of poverty and the environment

- Participatory and joint natural resource management

- Environmental impact of liberalisation and privatisation

- Land policy, markets, fragmentation and landlessness

Cross-cutting Issues
A 'cross-cutting' issue or theme is one that, while containing its own intrinsic interest and value from a research perspective, may also relate in multiple ways to other core issues and themes. Below we summarise some suggested research areas related to gender, governance and technology.

Gender
Socio-cultural and economic research themes need to be informed by gender analysis. Researchers should be sensitive, for example, to the gender dimensions of raising agricultural productivity, promoting cash versus subsistence crop production, trends in household livelihood diversification, and the informalisation of the economy. Among the poor, the impact of economic reform and adjustment has been uneven, and those who have suffered most tend to be women and children. A substantial body of literature now exists to show that men and women experience poverty differently, such that women's poverty status cannot be 'read-off' that of the household.

Suggested Areas for Research:
- Interface between gender, class, and poverty

- Changing patriarchal ideologies

- Women's resistance to patriarchy and oppression

- Forms of control and forms of cultural expression

- Changing attitudes towards the status of women

- Property rights concerning land, inheritance

- Effects of rural/urban migration on gender relations

- Impact of liberalisation on the work-load of rural women

- Socialisation, attitudes and the education system

- School enrolments, performance and gender stereotyping

- Unequal representation in education, the cash economy and government

- Uneven burden of macro-economic 'adjustment'/policy on women and children related to restricted access to services, resources, and control over assets

- Laws and property rights

- How decentralisation impacts women and small traders

Governance and Poverty Reduction

The World Bank Institute uses six governance concepts and indicators: corruption control; social service provision; maintenance of peace and security; public 'voice' and accountability; regulation; and the rule of law (Kaufmann, Daniel, A Kray and M Mastruzzi 2005). Clearly these topics have inherent interest in their own right, but we should also take them into account when we investigate social protection and vulnerability, privatisation and foreign investment, and agricultural input supply and marketing.

There is a large and growing literature on the relationship between growth, poverty and governance. One influential school of thought maintains that 'good governance' is an independent source of economic growth and poverty reduction. On the other hand, countries with relatively poor governance such as China and Vietnam have both high and sustained levels of growth and rapidly declining poverty levels. It is important to look empirically at the various dimensions of governance as they relate to growth and poverty reduction.

Suggested Sub-themes:

- Impact of grand and petty corruption

- Political corruption and poverty

- Security and the rule of law

- Institutions, regulation and poverty

- Government expenditure, service delivery

Suggested Areas for Research:

- Expenditure tracking and social service delivery

- Accountability, parliament and the rule of law

- Media, civil society, access to information

- Impact of petty, grand and political corruption on poverty and inequality

- Planning, budgeting and spending at national and local levels

- Financing elections

- Economic regulation, investment and growth

- Taxation, aid and accountability

- Local government performance and accountability

- Monitoring and oversight of the judiciary

Technology
Technological innovations increase the productivity of land, labour and capital. In agriculture, industry and service sectors, technological improvements reduce the demand for semi- and unskilled labour. As technology replaces labour with capital, education and training become increasingly important as means of moving out of the declining (and mostly rural) and into the expanding (and mostly urban) sectors of the economy.

Suggested Areas for Research:
- The implications and uses of modern information technology, as well as its accessibility and training

- Trade/foreign investment liberalisation for developing national technological capacity

- ICT and the development of national technological capacity

- Search for a pro-poor techno-economic development policy

- Building institutions for an enabling technology environment

- Intellectual property rights in Tanzania

- Role of national science and technology institutions

- Cultural attitudes and resistance to technical change and innovation in Tanzania

- Role of indigenous knowledge in grassroots problem solving

- Technology for sustainable energy use

- Bio-technology and the development of national technological capacity

- Reasons for resistance to change and cultural attitudes to new technologies

- Problems and benefits of technology transfers and employment

Remember that REPOA's library has material covering these topics, so you can gather background information on these suggested areas for research.

8 Bibliography

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