



Modern Energy Cooking Services -
Electric Cooking Outreach
(MECS-ECO)
December 2019

GUIDANCE DOCUMENT



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Notes

Please ensure you have read this MECS-ECO Guidance Document, Background Research - a Review of Current Thinking, the MECS-ECO Grant Specification documents and the FAQs carefully before completing the Grant Application Form; they will provide valuable information for your application.

The text will be made available in full on Loughborough University's website. The text may be freely downloaded and translated by individuals or organisations for conversion into other accessible formats. If you have other needs in this regard, please contact Loughborough University at mecs@lboro.ac.uk

1. Introduction

Modern Energy Cooking Services-Electric Cooking Outreach (MECS-ECO) is an initiative being implemented under the Modern Energy Cooking Services programme (MECS). The MECS programme is funded by the UK Department for International Development (DFID), led by Loughborough University UK and implemented through partnerships with academia, business and non-government organisations. This initiative will fund research into developing new solutions and approaches which may improve the performance and delivery of modern energy cooking services and which will provide tangible and impactful benefits.

1.1 The initiative funds research into a wide-range of novel and innovative solutions that use science, engineering and technology to advance modern energy cooking services in countries supported by DFID.

1.1 The countries supported by DFID include the following: Afghanistan**, Angola, Azerbaijan, Bangladesh, Benin, Burkina Faso, Burundi, Cambodia, Cameroon, Central African Republic, Chad, Comoros, Congo (Democratic Republic of the), Côte d'Ivoire, Djibouti, Egypt (Arab Republic of), Eritrea, Ethiopia, Gambia, Ghana, Guinea, Guinea-Bissau, Haiti, Iraq, Kenya, Kyrgyz Republic, Lao People's Democratic Republic, Lebanon, Lesotho, Liberia, Libya, Madagascar, Malawi, Mali, Mauritania, Mozambique, Myanmar, Nepal, Niger, Nigeria, Pakistan, Papua New Guinea, Rwanda, Sao Tome and Principe, Senegal, Sierra Leone, Solomon Islands, Somalia**, South Sudan, Sudan, Swaziland, Tajikistan, Tanzania (United Republic of), The Occupied Palestinian Territories, Togo, Turkmenistan, Uganda, Uzbekistan, Venezuela (República Bolivariana de), Yemen, Zambia and Zimbabwe.

*Syria is excluded from the list.

** Not eligible for a Small Charities Challenge Fund grant

1.2 The purpose of the MECS-ECO initiative is to:

- provide research and development funding to stimulate innovations in modern cooking technology and systems;
- support the advancement of technology-based cooking energy products, processes and services in low-income countries that are appropriate and acceptable users.

1.3 Projects should aim to address modern energy cooking challenges across the following two themes:

- Community-Scale pilot studies to accelerate the uptake of efficient electric cooking appliances.
- Market assessments to gather intelligence on the opportunities emerging in DFID priority countries for efficient electric cooking appliances.

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1.4 MECS-ECO provides 100 percent (full economic cost) for both themes. Please note:

Theme one provides funding of up to GBP 60,000 per project;

Theme Two provides funding up to £20,000.

Applications will be given preferential treatment that can show matched funding.

All payments are conditional upon receipt by Loughborough University of a satisfactory Statement of Grant Usage and supporting evidence of financial documentation such as receipts.

1.5 The competition is open to companies of all sizes, businesses including micro, small and medium-sized enterprises, academia and other organisations, to support research projects which could lead to enabling a safe and efficient modern energy cooking system.

1.6 Organisations who fund grant making schemes of their own are not eligible to apply.

1.7 The competition welcomes applications from organisations based in any part of the world, but project solutions must be focused in countries supported by DFID.

2 Application process

2.1 In order to apply to the MECS-ECO initiative you must be: -

- any organisation of any size;
- a business based anywhere in the world

In addition to meeting the criteria above, your project must be innovative, related to modern energy cooking services and focussed on one of the four key themes.

2.1 Your application must be within the scope. If your innovation applies to two or more of the described themes, please choose the one that is most relevant. The application will be assessed on the innovation ideas rather than the chosen theme.

2.2 MECS-ECO welcomes applications from consortia, especially if some or all of the organisations are based in the countries supported by DFID. A total of up to three partners are allowed in the consortia (including the lead). A lead applicant, who will be the Grant Recipient should be clearly identified.

2.3 Previous applicants of DFID funding and other Loughborough University projects are welcome to apply.

2.4 Up to 10% more points are on offer to applicants who are based in a country supported by DFID or is going to knowledge share with a partner based in a country supported by DFID. Applicants will need to clarify which DFID supported country the project applies to. You should describe the roles played by all partners especially the company that is based in the country supported by DFID. Highlight the activities (for example trials, lab testing etc. if applicable) that will happen in the countries supported by DFID.

3 Getting support with your application

- 3.1 The Application can be developed in collaboration with existing member of the MECS programme but their inputs should be acknowledged in the Application.
- 3.2 If an existing member of the MECS team will be a key resource during the implementation of the project this should be highlighted in the Application.

How to apply

- 3.3 Carefully read this Guidance document, the Grant Specification document and the MECS-ECO FAQs. There are two themes to choose from (community-scale pilot studies and markets assessments). Decide which competition you are applying to and complete your Grant Application form. Some project ideas may overlap between two or more themes, but you can only apply under a single theme. Please choose the theme that best fits your idea. All the themes will be considered equally, no theme is ranked higher than the others.
- 3.4 Only applications submitted using the Grant Application Form will be accepted.
- 3.5 The Due Diligence Questionnaire (DDQ) applicable to your application must be completed honestly and in full. Should your application be successful, a Due Diligence Questionnaire (DDQ) will be requested. Due Diligence (DD) checks will be undertaken on the lead organisation or, lead consultant in the case of an application by individual consultants. Any applicants that are found to be clearly misleading or dishonest will be disqualified from the applications process or deemed as out of scope.
- 3.6 Only the information provided in your Grant Application Form will be assessed. Any additional documents attached will not be considered.
- 3.7 Only use the latest MECS-ECO documents for your application. The documents are available www.mecs.org.uk/mecs-eco-overview for download. If you apply using any other form the application will not be considered.
- 3.8 Applications must be submitted by 23:59 hours GMT on 26th January 2020. Late submissions will not be considered.
- 3.9 Keep within the maximum word counts noted in each of the sections of the Grant Application Form. Applications exceeding the word counts will not be considered.

Application questions

- 3.10 Further guidance on what should be included in your response to the Grant Application form questions are given below.
- 3.11 **Question 1 Meeting the Challenge** This question seeks to understand how you will meet the challenge as outlined in the Grant Specification document. You should clearly describe how you are seeking to address the targeted theme. You must clearly articulate how you will address the research questions as noted in the Grant Specification document. Please ensure your application focuses on a DFID country(ies). Discuss any possible unmet needs or shortcomings in the current practice.
- 3.12 **Question 2 The Electric Cooking Outreach Action OR Market Assessment** You should clearly describe the solution that will address the challenge set out in question 1. Outline exactly what your application is seeking to address (e.g. for **theme 1**: what appliances do you propose to use, how are you defining your community and what barriers do you foresee? / Examples for **theme 2** include: what, if any, relevant devices are already available and what policies/tariffs/finance mechanisms would strengthen the supply chain). Please include any relevant diagrams or figures to clearly explain your concept (remember that the text in your diagrams and figures are not included in the word count). You should note what solutions currently exist and how your proposal differs. Explain how your solution will encourage greater uptake of efficient electrical cooking appliances. Provide evidence of how or why your solution is likely to work. Supporting evidence will be helpful, however, avoid listing a series of publications.
- 3.13 **Question 3 Local Partner/Technology Knowledge Transfer to country supported by DFID** Name the country/ies the project applies to/where research will be implemented. Please confirm how you will ensure that the technology and/or knowledge will be transferred to the country/ies being supported by DFID. Describe the activities (for example trials, demonstrations, training activities etc. if applicable) that will happen in the country being supported by DFID. List all the companies you will be cooperating/collaborating or working with in delivering this project.
- 3.14 **Question 4 Project Management** Clearly set out your project plan in a Gantt chart. Please detail the aims and objectives of your research, how you plan to accomplish these and who will deliver this project effectively. Please note what deliverables you expect to produce at what stage in the project. There is an expectation of clear work packages, milestones and deliverables. Clearly describe relevant risks to this project and how you plan to mitigate them especially relating to safeguarding and whistleblowing. Describe the roles, skills and relevant experience of the project team, including any sub-contractors.
- 3.15 **Question 5 Impact and Further Development** Clearly describe how the results of your research will benefit the modern energy cooking challenges in the countries supported by DFID and name the country(ies) affected. You should demonstrate how your project aligns to the

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thematic areas of the MECS programme and how your project can deliver against those. Please give details on how you plan to maximise your results. The deliverables you produce will allow you to disseminate your research as widely as possible. Please list here what deliverables you expect to produce (these should also be included as milestones in Question 4 above). A report is required as a minimum. Projects should ideally be taken forward beyond the funding offered under this programme. Outline your plan for obtaining funding for the next stage of development of your project, should you succeed in receiving MECS-ECO funding. There is potential for further funding from the MECS programme for next stage of successful delivery of MECS - ECO funded projects however, this is not guaranteed. Therefore, Loughborough University encourages applicants to consider actions and activities for gaining further funding to develop the next stages of this project.

3.16 Question 6 Project Finances Projects should demonstrate value for money. All cost information provided should be clearly explained and all rates must reflect fair market value. Sub-contractor and material costs should be justified. Your answer should clearly describe what you will spend the funding on and justify why (especially if you intend to claim back any VAT on delivery of research). If you expect to pay VAT during the delivery of the research, (e.g. for consultancy/ sub-contracting charges, material costs and other expenses), and are unable to recover this from HMRC, you must ensure that the cost of these VAT payments is included in question 6 of your grant application form. It is important to note that Grant funding is not payable to you for any costs during the delivery of the research which may incur VAT which you are able to recover back from HMRC (see section on VAT in 5.10-5.12 for further details). The eligible costs are those directly related to the project such as appropriate Labour costs (i.e. reasonable rates), materials, sub-contractor invoices and expenses such as reasonable travel costs for meetings etc. Please also refer to the section on Eligible Expenditure paragraphs 10-13 of the Grant Disbursement Agreement. Any claims made for items listed in the NOT Eligible Expenditures will not be paid. Only eligible costs directly associated with the MECS-ECO projects will be reimbursed such as material costs, labour costs etc.

3.17 You will be requested to sign the following statement: - *Having examined the Guidance Document, Grant Specification, FAQs and Grant Disbursement Agreement with Funding Agreement template, I hereby submit our application on the full understanding that any resulting Grant Offer shall be subject to the provisions of the Funding Agreement and I accept these terms and conditions.*

How your Application is assessed

3.18 After the deadline, only applications that meet the eligibility criteria and scope of the competition will be assessed. You will be notified if your application is out of scope with full reasons as to why. Loughborough University reserves the right to declare applications as out of scope.

3.19 This initiative will operate on an open and transparent basis; applications will be assessed against the assessment scoring criteria, detailed in this Guidance document.

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- 3.20 Applications will undergo a full assessment. Successful applications will have two weeks (10 working days) to produce a full and comprehensive Due Diligence Questionnaire on their lead organisation or, lead consultant in the case of applications by individual consultants.
- 3.21 Even if the project ideas score highly, passing this DD check is a pre-requisite for working with Loughborough University.
- 3.22 All six questions will be reviewed by a minimum of two expert evaluators from Loughborough University and partner organisations.
- 3.23 The final decision on whether an application progresses to the full assessment rests with the expert evaluators appointed by Loughborough University.
- 3.24 Feedback will be provided on applications marked during the full assessment. This will consist of a total score and information outlining the areas for improvement.
- 3.25 Evaluators with knowledge in a cross-cutting range of areas will assess and mark your application. You should therefore write clearly in plain English, avoiding acronyms and jargon.
- 3.26 Successful applications are all required to meet a quality threshold which is relative to other applications received.

Notification of assessment outcome

- 3.27 Once all applications have been assessed, you will be informed of the final decision by email from Loughborough University. If you are the lead applicant, you will be responsible for informing the other collaborators and partners about the decision.
- 3.28 A breakdown of the overall scores achieved for the Grant Application form will be provided to all applicants.

Successful Applications

- 3.29 A project kick off meeting will be held to allow the potential Grant Recipient to discuss the details of the project. You will be asked to discuss your application and how you will deliver the project effectively. You must be able to satisfy Loughborough University that your methodology is likely to deliver the results sought. Loughborough University shall have the right to request any reasonable changes to the project.

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- 3.30 You will be sent a conditional Grant Offer Letter complete with a funding agreement that you must sign and return.
- 3.31 Any additional finance documentation that you are asked for will need to be completed and returned within stated timelines.
- 3.32 We will review your project costs to check that they meet our funding rules. You will need to complete a Statement of Grant Usage Form. This will reconcile your projected costs in your application against actual costs. There should be electronic copies of original invoices, staff time etc provided as evidence for an audit trail. These expenses will need to be verified by a Senior Financial officer in the company such as a Financial Director. You may be asked to provide further information on the detail in your finance forms.
- 3.33 The kick off meeting will take place via telephone or web-conference.
- 3.34 If you have any questions on the mechanics of the MECS-ECO programme, finance issues etc. please address these to the MECS-ECO/ MECS programme email provided: mecs@lboro.ac.uk.

4. Project reporting

4.1 You will provide regular updates to demonstrate that progress is in line with the expected milestones and that the research will deliver or disprove the expected solution. If at any point you discover that the solution is no longer viable and/ or if external factors make it unviable, you must inform Loughborough University in writing as soon as possible.

4.2 Payments for the application depends on the theme:

Theme One: 30% will be paid on contract signing, a further 20% each at reporting stage one and two and the final 30% with the approval of the final report.

Theme Two: 30% will be paid at reporting stage one (approx. six weeks from the start of the project), 40% at the midpoint of the project and 30% after the approval of the final report.

4.3 The final report produced upon completion of the project should be no more than 20 pages long, excluding references or data tabulation annexes. It will be in plain English. Payment of the Grant will be on condition of an approved final report:

4.4 The final project report should include the following sections:

- Executive summary, including project outcome;
- Aim of the project;
- Objectives of the project;
- Outline of the concept (including scientific basis) on how the technology is going to help to solve a modern energy cooking problem;
- How the idea was generated (e.g. is it an Application from another industry?) and any intellectual property rights;
- Assumptions made;
- The work conducted (including technologies/approaches/equipment used)
- The project findings and how this advances the solution;
- Limitations of the innovation/approach/design/system
- Practical applications of the concept to the national cooking energy system (including costs);
- Next steps (e.g. beta or field testing and implementation; more development etc)
- Conclusions.

A template will be provided for this.

4.5 The final report will be disseminated across Loughborough University networks, key stakeholders and made publicly available. Please note if a confidential report is produced, a public version will also be required.

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4.6 All reports should follow the principles of the MECS programme style guide and be written and presented to a professional standard and suitable for non-specialists, with all acronyms and unavoidable technical language clearly explained.

5 Intellectual Property Rights and Copyright

- 5.1 Please refer to the IPR in the Grant Disbursement Agreement (paragraphs 61-62).
- 5.2 Intellectual property in all material (including, but not limited to, reports, data and designs, whether or not electronically stored) produced by the Partner or its personnel, members or representatives in the course of this Arrangement (“the Material”) will be the property of the Partner.
- 5.3 In signing this Arrangement, the Partner hereby grants to DFID a worldwide, non-exclusive irrevocable and royalty-free licence to use all the Material, where “use” shall mean, without limitation, the reproduction, publication and sub-licence of all the Material and the intellectual property therein, including the reproduction and sale of the Material and products incorporating the same, for use by any person or for sale or other dealing anywhere in the world.
- 5.4 In signing this Agreement, the Downstream Partner hereby grants to the Partner and to DFID a worldwide, non-exclusive irrevocable and royalty-free licence to use all the Material, where “use” shall mean, without limitation, the reproduction and publication for UK Government purposes as well as academic teaching and research.
- 5.5 You can produce a confidential version of the report for circulation in the MECS team only but also a public version for general circulation.

6 Finance summary

6.1 Payment will be dependent on theme: -

- Theme One: 30% on contract signing; 20% at reporting stage one; 20% at reporting stage two and the final 30% after submission and approval of the final report, receipts and Statement of Grant Usage form;
- Theme Two: 30% at reporting stage one; 40% at midpoint report and 30% after submission and approval of the final report, receipts and Statement of Grant Usage form.

6.2 When claiming payment, you will be expected to complete a Statement of Grant Usage Form to explain the costs incurred. This should detail staff time utilised, cost of materials, sub-contracting charges, travel expenses and other costs. You must provide receipts for ALL CLAIMS.

6.3 Rates for staff time should already include some overhead costs and therefore no further overhead charges should be made. However, the salary rates must be appropriately justified, reflecting market or existing DFID benchmark values. Higher scores will be given to those providing rates below market value and deliver value for money. To demonstrate value for money the panel will be looking at the number of project days offered at different skills levels.

6.4 All invoices should be based on costs only. There should be no profit margins added to the costs. The Grant is paid to research a concept or technology, not provide profit. Therefore, the only claim that can be made is for costs incurred in the research of this concept.

6.5 Only costs incurred for the project duration (the period from the initiation meeting up to the delivery of the final approved report and Statement of Grant Usage) will be paid. All claims made in the Statement of Grant Usage Form will be closely scrutinised.

6.6 All travel costs or associated costs such as for hotels will be scrutinised very rigorously. Any submissions where the travel and associated expenses exceed one third of the total grant application will be considered as out of scope. If there is a legitimate reason for the costs to be higher, please contact Loughborough University by 10th January 2020 to get approval.

6.7 If travel is involved, only purchase of standard economy class tickets will be acceptable. If you need to buy another class ticket, i.e. special offers where higher class tickets are cheaper, then you will need to get written approval from the MECS team.

6.8 You can invoice Loughborough University for the instalment payment once you have confirmation from Loughborough University that they are happy with your deliverable and you are given the permission to submit an invoice.

6.9 When you invoice Loughborough University, the amount must be noted in Sterling Pound (GBP). Also include your bank account details that you want the transfer made into. If your account will not allow you to accept income in GBP, USD or Euros, you will be subject to the conversion costs.

VAT

6.10 Grant payments fall outside the scope of VAT as this is deemed as income from non-business activities and you do not return anything for this funding therefore, VAT should not be added to any invoices for Grant payments.

6.11 If you expect to pay VAT during the delivery of the research, (e.g. for consultancy/ sub-contracting charges, material costs and other expenses), and you are unable to recover VAT from HMRC, **you must ensure that the cost of these VAT payments is included in question 6** of your grant application form.

6.12 Any VAT payment during delivery of research that is not recoverable from HMRC and not identified in question 6 of the grant application form will not be paid by Loughborough University.

7 Dates and deadlines

Competition Deadlines

7.1 Please note the dates and deadlines for the competition below. These are indicative timings. We will adhere to this schedule as best as possible. The closing date for Applications is fixed and will be **23:59 hours GMT 26 January 2020**.

7.2 Applications submitted after the deadline will not be considered. Extensions will not be granted under any circumstances.

Competition Deadlines	
Competition opens	11 th December 2019
Briefing webinars for all 4 calls	16 th December 2019 between 08:30-09:30 hours and 8 th January 2020 between 14:00-15:00 hours.
Availability of webinar recording	20 th December 2019
Competition closes, application deadline	23:59 GMT 26 th January 2020
Decision to successful applicants	End of February 2020
Deadline date for Due Diligence Questionnaire and supporting documents	March 2021 – date confirmed via email
Notification to unsuccessful applicants	March/April 2020
Projects start	March/April 2020
Kick off meetings	April 2020
Final report deadline	September 2020 or March 2021, dependent on theme
Project End - Final Grant funding	April 2021

8 Assessment scoring criteria

8.1 This section contains the assessment scoring criteria for Applications. You should refer to this section to help write good quality Applications and to maximise your score.

8.2 Applications will be assessed to ensure you have all the appropriate skills and expertise to successfully carry out the project. Applications should:

- demonstrate an understanding of the challenges faced by country(ies) supported by DFID where the Application is targeted;
- demonstrate an understanding of the science/ technology behind the proposed solution;
- demonstrate consideration of the practicality of implementation (including limitations e.g. legislative) to the cooking energy system where this innovation is to be implemented;
- name the key members of the proposed team for delivering the programme of work; and
- outline the respective roles of all key members of the team and their relevant experience.

8.3 The scoring guide below and the assessment criteria give indicative marks. Evaluators are free to use the full range up to the maximum score per question.

8.4 Should there be several projects with the same scores, preference will be given to those projects receiving the higher scores for question 4, demonstrating a higher level of impact and outcome.

8.5 All questions have a weighting factor of 1, except questions 2 and 5 which have a weighting factor of 2, and 4 respectively.

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Questions	Weighting factor	Maximum score
1. Meeting the Challenge How is the challenge being addressed by the proposed project?	1	10
2. The Electric Cooking Outreach Action OR Market Assessment	2	20
3. Local Partner/Technology Knowledge Transfer What measures are being taken to ensure the knowledge is retained in the country being supported by DFID?	1	10
4. Project Management What is your project plan to deliver the project? What are the relevant skills and expertise of the team?	1	10
5. Impact and Maximise Outcome How will the outcome from this research have a beneficial impact on the identified challenge?	4	40
6. Project Finances How much will the project cost to deliver and how will this be spent to ensure value for money?	1	10
TOTAL	10	100

1. The Challenge

<i>Give a Score of 0</i>	<i>Give a Score of 2</i>	<i>Give a Score of 4</i>	<i>Give a Score of 6</i>	<i>Give a Score of 8</i>	<i>Give a Score of 10</i>
<p><i>Limited detail is provided on how the challenge will be met and there is limited or no evidence for the proposed solution. There are no links to the MECS themes or DFID's priorities.</i></p>	<p><i>How the challenge will be met is poorly described with the evidence provided lacking in detail or of poor quality. The application has weak links to the MECS themes or DFID's priorities.</i></p>	<p><i>How the challenge will be met is well described but is supported with limited evidence. The application links to the MECS themes or DFID's priorities. Clear references made to the Specification document.</i></p>	<p><i>How the challenge will be met is described with satisfactory evidence provided. The application has good links to the MECS themes or DFID's priorities. Clear references made to the Specification document.</i></p>	<p><i>How the challenge will be met is clearly described with a quality body of evidence provided. The application has good links to the MECS themes or DFID's priorities. Clear references made to the Specification document.</i></p>	<p><i>How the challenge will be met is described in substantive detail with significant and quality evidence provided. The application's links to the MECS themes or DFID priorities and the specification document are exceptionally well described. There are wider economic, social, environmental or cultural benefits (expected/potential) of this application.</i></p>

2. The Electric Cooking Outreach Action OR Market Assessment					
<i>Give a Score of 0</i>	<i>Give a Score of 2</i>	<i>Give a Score of 4</i>	<i>Give a Score of 6</i>	<i>Give a Score of 8</i>	<i>Give a Score of 10</i>
<i>Limited detail is provided on the intended outreach or assessment. It does not meet the needs of the challenge and the solution does not provide any new understanding in that space.</i>	<i>The outreach or assessment is poorly described. It is unlikely to meet the needs of the challenge and there is limited understanding on previous work.</i>	<i>The outreach or assessment is described well but with limited evidence. It may not be sufficient to meet needs of the challenge. There is incremental understanding on previous work in the application.</i>	<i>The outreach or assessment described is credible with satisfactory evidence. It is likely to meet the needs of the challenge. There is a step change in understanding on previous work.</i>	<i>The outreach or assessment described is very credible with good evidence. It is likely to meet the needs of the challenge. The understanding obtained is significantly different from previous work.</i>	<i>The outreach or assessment described is highly credible and innovative, strong evidence is provided. It shows a strong likelihood of meeting the challenge. The understanding and innovation is significantly different from previous work and is credible.</i>

3. Local Partner/Technology Knowledge Transfer to country supported by DFID					
Give a Score of 0	Give a Score of 2	Give a Score of 4	Give a Score of 6	Give a Score of 8	Give a Score of 10
<p>No companies in the application (lead or partner) are based in a country supported by DFID. There is no collaboration with any organisation from a country supported by DFID and no plans for knowledge transfer.</p>	<p>No companies in the application (lead or partner) are based in a country supported by DFID. There is some collaboration with an organisation in a country supported by DFID and there are some plans for knowledge transfer.</p>	<p>Partner organisation (not lead) is based in a country supported by DFID. There is some collaboration with organisations in the country supported by DFID but limited activities for partner/limited plans for knowledge transfer. There are no plans to ensure that there is support to carry on with the next stage of this research in this country after the MECS-ECO project has finished.</p>	<p>Partner or lead organisation is based in a country supported by DFID AND there is an equitable distribution of work between the parties (i.e. not just tokenistic activities). There are indications for knowledge transfer and some plans to ensure that there is support to carry on with the next stage of this research in this country after the MECS-ECO project has finished.</p>	<p>Partner or lead organisation is based in a country supported by DFID AND there is an equitable distribution of work between the parties (i.e. not just tokenistic activities). AND there are strong indications for knowledge transfer. AND there is clear support to carry on with the next stage of this research in this country after the MECS-ECO project has finished.</p>	<p>Partner or lead organisation is based in a country supported by DFID AND a majority of the activities are planned to take place in country. There are very strong indications of knowledge transfer and clear support to carry on with the next stage of this research in this country after the MECS-ECO project has finished.</p>

4. Project Management

Give a Score of 0	Give a Score of 2	Give a Score of 4	Give a Score of 6	Give a Score of 8	Give a Score of 10
<p>There is a poor project plan. Little or no details are given of the aims and objectives; deliverables; milestones, the team, or risks. No Gantt Chart is provided.</p>	<p>The project plan has limited detail. It has weak evidence to suggest the project can be delivered effectively. It has weak or no details of milestones, the project team, deliverables and risks. A poor Gantt Chart is provided, e.g. it lacks a detailed breakdown of the project and timings are not convincing.</p>	<p>The project plan provides some detail on the project timelines, including evidence to suggest the project can be delivered effectively. A Gantt Chart is provided with limited details on work packages, deliverables, project team and milestones identified. Limited or insufficient information on risks.</p>	<p>The project plan has good detail and provides good evidence to suggest the project can be delivered effectively. A Gantt Chart is provided with detailed work packages, deliverables, project team and milestones are clearly shown. An assessment of risks and a cursory consideration of mitigating measures.</p>	<p>The project plan has good detail of how the project will be delivered effectively with good evidence. It gives comprehensive details of milestones, the project team and an assessment of risks. Suitable risk mitigation measures are given. The project team's skills and expertise are noted in sufficient detail. A comprehensive and detailed Gantt Chart is provided.</p>	<p>The project plan is highly credible and likely to deliver the project effectively. The plan clearly conveys the aims and objectives, deliverables, timescales, milestones and skill of the project team. Comprehensive risks are identified, and suitable mitigation measures are given. A comprehensive and detailed Gantt Chart is provided.</p>

5. Impact and Maximise Outcome					
<i>Give a Score of 0</i>	<i>Give a Score of 2</i>	<i>Give a Score of 4</i>	<i>Give a Score of 6</i>	<i>Give a Score of 8</i>	<i>Give a Score of 10</i>
<p>There is minimal impact of this project on the transition of DfID supported Country(ies) to modern energy cooking and limited potential for future development. Little or no mention of the next steps.</p>	<p>The impact of this project on the transition of DfID supported Country(ies) to modern energy cooking is poor and there is insufficient evidence provided to validate its impact. There are poor links to DFID's priorities. There is limited potential for further development. No mention of dissemination. Vague and limited information on next steps.</p>	<p>The impact of this project on the transition of DfID supported Country(ies) to modern energy cooking is marginal and there is poor evidence of this provided. There are weak links to DFID's priorities. There is some potential for future development of the project. Some mention of dissemination and next steps but is vague. Future funding is not considered.</p>	<p>The impact of this project may benefit the transition of DfID supported Country(ies) to modern energy cooking and there is significant evidence of this provided. There are links to DFID's priorities. There is reasonable potential for further development of the project. A dissemination plan and the next steps for the project are satisfactorily defined. Future funding is considered.</p>	<p>The impact of this project on the transition of DfID supported Country(ies) to modern energy cooking is credible and there is good evidence of this provided. There are good links to DFID's priorities. There is potential for further development and a route to maximise impact has been identified with one or two dissemination activities planned such as presentations, journal articles etc. A plan is identified for the next steps of this project. Future funding is considered, and potential investors identified.</p>	<p>The impact of this project on the transition of DfID supported Country(ies) to modern energy cooking is highly credible and strong evidence of this is provided. There are strong links to DFID's priorities. There is clear potential for further development and a route to maximise impact has been identified with multiple dissemination activities planned such as presentations, journal articles etc. A clear plan is identified for the next steps of this project. Future funding is being discussed with potential investors for the next stage of research. The amount of investment for the next stage is noted.</p>

6. Project Finances

<i>Give a Score of 0</i>	<i>Give a Score of 2</i>	<i>Give a Score of 4</i>	<i>Give a Score of 6</i>	<i>Give a Score of 8</i>	<i>Give a Score of 10</i>
<p>The cost information provided is limited or the project would not provide value for money. For instance, very high day rates that are unsuitable. Number of days are low relative to other projects. No match funding or in-kind contribution is provided</p>	<p>The cost information provided is limited or lacking in detail. The information does not represent value for money. Day rates are higher than market rates. Number of days are low relative to other projects. The proportion of personal travel and other expenses are relatively high in comparison for the full project costs. Limited match funding or in-kind contribution is provided</p>	<p>The cost information provided is limited. A breakdown of costs is provided with some justification given. Staff costs are given but the day rates are a little higher than market rates. Number of days are low relative to other projects. Limited or no information is given on material and sub-contract costs. The project provides limited value for money. Some match funding or in-kind contribution is provided</p>	<p>The cost information is given. It demonstrates value for money and there is a breakdown of the costs. Staff costs are given and are appropriate. Number of days demonstrates value for money (VFM). Some costings for materials and sub-contracting work is given but not explained in detail. Match funding or in-kind contribution is provided</p>	<p>The cost information given is good. It demonstrates value for money and there is good breakdown of the information. Staff costs are given and reflect market value. Number of days demonstrates value for money (VFM). A clear explanation of other costs including materials and sub-contracting work is given. An appropriate level of Match funding or in-kind contribution is provided</p>	<p>The cost information given is excellent and fully justified. It demonstrates value for money and there is clear breakdown of the information. Staff costs are given and demonstrate value for money i.e. staff rate is lower than market value or the company is offering some 'free time' which is credible. Number of days demonstrates VFM. A clear explanation of other costs including materials and sub-contracting work is given. Significant match funding or in-kind contribution is provided.</p>