**Research project title:** [add title]

**Statement of purpose:**

Add why the planned research is significant in general and more specific for the education community and what you would like to achieve with it (e.g., close a research/information gap for an under-researched topic, give voice to the education profession, challenge existing research/perceptions/knowledge, establish a strong evidence base for advocacy).

**Specific research aims:**

Add what the research should look at in detail (e.g., sentences like: Identify what…; Compare …; Critically examine…; Describe…; Analyse).

**Scope and scale of the work:**

The research should focus on the topics mentioned in the research aims above. The research project will be a … [add e.g., desk study, field research] that takes into consideration … [add e.g., if this should be a national study or take into consideration specific regions or perspectives from specific groups of people].

**Deliverables/Outcomes:**

* Add what products or additional support you expect from the research (e.g., how long shall the final report be what should the interim report look like).
* Do you want the researcher to write a blogpost/news items or give an interview for the radio?
* Will he/she need to present the research somewhere?
* Do you expect the researcher to cooperate with another person in your union e.g., a teacher/researcher?

**Background information on** [name of your union]:

Provide pro forma information about your union.

**Policies on** [state the theme of your research project]**:**

State whether this research project is part of a bigger campaign and what you are planning to do with this research if it meets the established criteria (e.g., advocacy work, public launch).

|  |  |
| --- | --- |
| **Year** | **Policy/campaign documents** [if available add links or add documents as an Annex] |
|  |  |

**Terms of contract:**

The contract should run for [add months/years]. The contractor will liaise with an [add name or your union] contact person on the progress of the research. The research will remain confidential to [add name or your union] and the contractor until its publication.

**Budget:** [add the amount available]

**Schedule of payments:**

* 33 % on receipt of a concept note and signed contract
* 33% on receipt of the interim report
* 33% on receipt of the final report [add how many pages you are expecting]

**Proposal Preparation**

We would like researchers interested in the project to submit [add number of words e.g., 2000] words in English to explain the research approach, methodology, activities ~~and budget~~ [take budget out in case you have a fixed budget available] by [add date] to [add name and email address/ fax number/mail address]

**Evaluation Process**

Proposals will be considered by [add name or department] and the successful candidate will be informed by [add date].

Checklist for the concept note:[adapt to your own study]

* Include conceptual framework
* Methodology quantitative and/or qualitative
* Number of sites covered
* Approximate number of surveys and interviews
* Dates for milestone reports
* Project plan/timeframe
* Budget breakdown
* [add those aims that are most important to you and maybe special in your specific context (e.g., language diversity, equal representation)]