

# Guidelines

## PostDoc Program for International Agricultural Research Centers

October 2005



Bundesministerium für  
wirtschaftliche Zusammenarbeit  
und Entwicklung

## **General Remarks**

In addition to targeted funding, Germany offers a PostDoc Program. The program aims at:

- Facilitating the access of young German researchers to International Agricultural Research Centers and
- Improving knowledge transfer and personnel exchange between the centers and the German "*agricultural research community*".

The development objectives, criteria and thematic priorities applied to this program are identical with those used for targeted funding (see 'BMZ, Guidelines Targeted Funding for International Agricultural Research Centers' <<http://www.gtz.de/de/dokumente/en-beaf-bmz-guidelines-targeted-funding.pdf>>).

It is understood that only research as listed in the center's Medium Term Plan will be funded. No operational costs will be covered but only staff costs (salary and allowances according to the center's personnel policies, e.g. for medical insurance, retirement, education, housing, travel and shipping to and from country of action, home leave travel). However, in the case of programs requiring extensive travel, up to € 10,000 per year may be granted for local /regional travel.

The center has to ensure that the PostDoc will be equipped with the necessary office equipment, computer facilities, vehicle (if necessary) and that other operational costs of the project are covered. For centers receiving core contributions from Germany, overheads cannot be provided. Contracts will run for up to three years. The centers may provide contracts to the candidates for only two years if the center's regulations state this and renew them after two years.

## **Procedure**

1. Centers are invited to submit proposals (one proposal per center) by December 31 each year for projects starting the following year (by email). Detailed instructions for formulating proposals for the PostDoc Program are given in Annex 1. All applications are to be sent accompanied by a supporting letter (email) from the center's Director General to [beaf@gtz.de](mailto:beaf@gtz.de) .

2. Centers are invited to propose candidates, and when doing so should submit the corresponding CVs together with the proposal. Requirements for PostDoc candidates are:
  - German nationality
  - maximum age of 40 years
  - appropriate scientific and professional qualifications for the PostDoc position
  - ability to work under the social and cultural conditions of developing countries
  - strong interest in development issues and agricultural research for development
  - ability to work in a team and in an interdisciplinary environment
  - management and leadership skills
3. BEAF subjects all proposals to peer review and then forwards its recommendation to BMZ for approval. Centers will be notified of the decision.
4. The candidate search and selection process is managed by the centers. BEAF may support the centers in this process on request, e.g. by assisting with job announcement in German media.
5. Centers submit a list of up to three candidates to BEAF for approval. For each candidate, a CV, publication list, and two letters of reference (preferably one from a German research scientist) must be attached. Centers will be notified of the decision.
6. GTZ/BEAF and the center enter into a contract based on the targeted funding agreement format. The work contract is entered into between the center and the candidate in accordance with the center's personnel policies.

### **Reporting**

Reports are to be presented in English. Progress reports are requested annually based on the calendar year. The final report is to be submitted after the end of the funding period. Reports shall be submitted to [beaf@gtz.de](mailto:beaf@gtz.de).

The instructions for preparing reports are outlined in Annexes 2 and 3. Progress reports should not exceed 6 pages; final reports should not exceed 20 pages. The format for final reports may be adapted to the center's internal management format for monitoring projects.

## **Annex 1: Preparing Proposals for PostDoc Program**

Proposals should not exceed 3 text pages and 1 page for the budget. The characters should not be smaller than 11 points for Arial or 12 points for Times New Roman.

### **Structure**

#### **1. The IARC Applicant**

*Abbreviation of the center's name (address is not necessary).*

#### **2. Project Title**

#### **3. Total Budget and Budget Requested from the BMZ and Project Duration**

*Please indicate in Euro (€), the maximum project duration is three years.*

#### **4. Project Description and Workplan**

*Briefly describe the project, its justification and the relevance for the center's program. Please state goal, purpose and outputs according to logframe system. Name the countries where the project is carried out.*

#### **5. Major Research Domains**

*Only keywords*

#### **6. Leading Scientist (s)**

#### **7. Required Profile of the PostDoc**

#### **8. Proposed Candidate (s)**

*Please add: CV, List of publications, and, if possible, 2 letters of reference, preferably one of them from a German research scientist*

#### **9. Cooperation with German Research Institution**

*If applicable, name institution, contact, address, e-mail and area of cooperation.*

#### **10. Budget Summary**

*Present a breakdown of the budget figure by using the table next page.*

<b>Expenditure</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Total Budget</b>
Currency: Euro (€)				
Personnel and benefits <ul style="list-style-type: none"> <li>• Salary</li> <li>• Allowances               <ul style="list-style-type: none"> <li>- medical insurance</li> <li>- retirement</li> <li>- education</li> <li>- housing</li> <li>- shipping</li> </ul> </li> </ul>				
International travel for <ul style="list-style-type: none"> <li>• recruiting process</li> <li>• arrival/departure,</li> <li>• home leave</li> </ul>				
Regional and local travel (max. € 10 000 per year)				
Overheads ( <b>only non CG</b> )				
<b>TOTAL</b>				

N.B.: The center ensures that the PostDoc will be equipped with the necessary office equipment, computer facilities, vehicle (if necessary) and that other operational costs of the project are covered.



## Annex 2: Structure of Progress Reports

To be submitted for PostDoc projects by the end of February of each year for the previous calendar year to [beaf@gtz.de](mailto:beaf@gtz.de)

The progress report should not exceed 6 pages, e.g.:

Items 1 to 6:	1 page
Item 7:	1 page
Item 8:	1 page
Item 9:	2 pages
Items 10 & 11:	1 page

### 1. Name of IARC

*Full name and abbreviation (address not necessary).*

### 2. Project Title

*Quote the project title given in the proposal (long **and** short version if applicable).*

### 3. GTZ Project Number and Contract Number

*Usually a 12-digit format <00.0000.0-000.00> and an 8-digit format <00000000>.*

### 4. Reporting Period

*Usually the calendar year.*

### 5. Project Coordinator (Leading Scientist) and PostDoc

*Name the leading scientist and the PostDoc stating either full address, telephone no., and e-mail.*

### 6. Collaborating Institutions and Staff including NARS and German Partners

*State the full names of the institutions and main staff members involved in the project (addresses not necessary).*

### 7. Project Description

*Briefly describe the project by stating its goal, purpose and outputs. This section may be taken from the proposal; subsequent changes must be clearly indicated.*

### 8. Activities Completed

*Briefly describe the activities carried out during the reporting period, including any unplanned activities.*

**9. Achievements and Constraints**

*Summarize the results of ongoing activities; highlight important achievements, methodological breakthroughs, experiences and major constraints of project implementation, unexpected side-effects of project activities; report on the use of results by other scientists, projects and beneficiaries; report on feedback from users concerning interim results and implications for NARS and AROs. If objectives, outputs or indicators could not be achieved, please state reasons.*

**10. Conclusions for the following Reporting Period**

*State whether outputs are still relevant and achievable, point out issues which require adjustments to the work-plan, including comments from in-house peer reviews and/or validation of progress by peers. Draw conclusions for the further implementation of the project.*

**11. Publications, Papers and Reports**

*List under this item all relevant documents which constitute new products of the present project since the last progress report. Please send copies of the publications, papers and reports to the GTZ.*

## Annex 3: Structure of Final reports:

To be submitted at the latest 5 months subsequent to termination of the project to [beaf@gtz.de](mailto:beaf@gtz.de).

The final report should not exceed 20 pages, e.g.:	Items 1 to 6:	1 page
	Item 7:	1 page
	Item 8:	8 pages <sup>1</sup>
	Item 9:	3 pages
	Item 10:	1-3 pages
	Item 11-14	1-3 pages

### 1. Name of IARC

*Full name and abbreviation (address not necessary).*

### 2. Project Title

*Quote the project title given in the proposal (long and short version if applicable).*

### 3. GTZ Project Number and Contract Number

*Usually a 12-digit format <00.0000.0-000.00> and an 8-digit format<00000000>.*

### 4. Reporting Period

*Months and calendar years*

### 5. Project Coordinator (leading scientist) and PostDoc

*Name the leading scientist and the PostDoc stating either full address, telephone no., and e-mail.*

### 6. Collaborating Institutions and Staff including NARS and German Partners

*State the full names of the institutions and main staff members involved in the project (addresses not necessary).*

### 7. Project Description

*Insert here the project goal, purpose, outputs (summarise if necessary) and indicators as given in the project proposal. Subsequent changes must be clearly indicated.*

### 8. Major Research Findings

*Highlight important achievements: technologies and products developed, and new or improved research methodologies. Compare the planned outputs with the actual achievements (auto-evaluation). Give reasons why certain outputs could not be achieved. What has been done to overcome constraints or unexpected problems?*

## **9. Assessment of Research Findings**

*Describe possible implications for the research institute, the collaborating NARS and (German) partners. Implications for potential users of research products such as farmers, agribusiness, extension services, development projects, and implications on the policy level (legislation, safety regulations) should also be mentioned.*

## **10. Know-How Transfer**

*Describe what has been done and what still needs to be done to ensure that the research findings (products and research methodologies) will be used and/or further developed by the various users groups, such as research institutes (IARC, NARS, ARO), extension and training institutions, farmers, agribusiness, policy makers.*

## **11. Training**

*Describe the formal training and on-the-job-training provided during the project phase. Name persons trained, and where applicable, the grades obtained. Assess the success of the training, if applicable.*

## **12. Lessons Learned**

*Give a brief description of lessons learned (as far as these are not already part of the implications), referring to the planning of the research project, the execution of the workplan, the collaboration with the various partners, and the training events. State reasons for success and failures.*

## **13. Future Research Needs**

*Give a brief description of the research needs (gaps of knowledge) identified and which could not be directly addressed during the project phase. These may be research methods which need refinement or new questions raised by potential users of the (planned) research findings.*

## **14. Publications, Papers and Reports**

*List under this item all relevant documents which have been published during the project phase. Please send copies of any publications, papers and reports which have not yet been sent together with the progress reports to the GTZ.*

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<sup>1</sup> Detailed research reports should be attached as annexes.

## Annex 4: Contacts

**German Federal Ministry for Economic Cooperation and Development (BMZ)**  
**Section 416, Rural Development and World Food Security**  
**Friedrich-Ebert-Allee 40                      53113 Bonn                      Germany**

Dr. Christoph Kohlmeyer      [christoph.kohlmeyer@bmz.bund.de](mailto:christoph.kohlmeyer@bmz.bund.de)  
Tel. +49 228 535 3735                      Fax +49 228 535 3755

**Deutsche Gesellschaft für Technische Zusammenarbeit (GTZ) GmbH**  
**Advisory Service on Agricultural Research for Development (BEAF)**  
**Postfach 5180                      65726 Eschborn                      Germany**

### PostDoc Program:

Dr. Michael Bosch                      [michael.bosch@gtz.de](mailto:michael.bosch@gtz.de)  
Tel. +49 6196 79 1434                      Fax +49 6196 79 7137

### Contractual questions and financial statements:

Ms. Iris Schubert                      [iris.schubert@gtz.de](mailto:iris.schubert@gtz.de)  
Tel. +49 6196 79 1433                      Fax +49 6196 79 7137

### Questions on proposals, progress reports, final reports

Ms. Beatrice Bournonville      [beatrice.bournonville@gtz.de](mailto:beatrice.bournonville@gtz.de)  
Tel. +49 6196 79 1435                      Fax +49 6196 79 7137

**Advisory Service on Agricultural Research for Development (BEAF)**  
**Im Tulpenfeld 4, 14. Stock                      53113 Bonn                      Germany**

### Contacts to German partner institutes and general scientific questions:

Dr. Marlene Diekmann                      [marlene.diekmann@gtz.de](mailto:marlene.diekmann@gtz.de)  
Tel. +49 228 2434 865                      Fax +49 228 2434 861

**Our homepage is: [www.gtz.de/en/themen/laendliche-entwicklung/armut-hunger/1815.htm](http://www.gtz.de/en/themen/laendliche-entwicklung/armut-hunger/1815.htm)**

**Please send all proposals and reports to      [beaf@gtz.de](mailto:beaf@gtz.de)**