

ATTACHMENT

TERM OF REFERENCE RESEARCH PROPOSED FOR 202X

PROPOSAL TITLE

(The title must be concise reflecting clearly the area of research carried out)

A. BACKGROUND

- i. Provide background information relating to the context from which the project is derived and if applicable, include market survey.
- ii. Literature review must be exhaustive, preferably from primary sources or authors.
- iii. Use the latest publications, including figures of palm products, production and export.
- iv. Literature review should provide information on the significance of the work, strengthen a claim to originality and show a thorough search of all the relevant literature.
- v. The review should reflect awareness of the important researcher(s) in the field.
- vi. The review should be based on judicious selection of topics to focus on and take an approach of critical enquiry.
- vii. The review should be shaped by argument and should seek to establish the theoretical orientation of the work.

B. PROBLEM STATEMENT

State the problem(s) faced by the oil palm industry, indicating rationale for the project to be carried out. Problem Statement(s) should be clear and concise.

C. OBJECTIVE (S)

State clearly and concisely the objective(s) of the project. The objective(s) must demonstrate the importance, significance and essential nature of the project mainly to solve problem(s) as stated in the "Problem Statement(s)". Write the objective(s) in bullet form numerals:

- e.g. 1.
2.

ATTACHMENT

D. EXPECTED BENEFIT(S)

State the significance of the project and expected outcome. The benefit(s) must be related to the "Problem Statement(s)" and the "Objective(s)."

E. SCOPE OF WORK

This section outlines and describes the scope of the research to be carried out.

F. OUTPUT

List all possible output.

G. PROJECT DURATION AND TIMELINE

- i. Duration to conduct and complete the project, in years followed with the month and year, in parenthesis, e.g. 2 years (June 2021-May 2023).
- ii. The project activities may be divided into Phases within the Project Duration. Elaborate on the research activities to be carried out.
- iii. A Gantt chart partitioned into four quarters (Q) of the calendar year is the recommended format to describe the plan. Example as below:

Year	Year 1		Year 2				Year 3	
Activities	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2
Phase 1								
Phase 2								
Phase 3								
Phase 4								

(Note: the number of rows and columns may be adjusted according to requirements)

H. BUDGET

State the source of fund/budget, either fully funded by CPOPC or in the form of matching grant between CPOPC and the implementers.

I. RESEARCH IMPLEMENTER

State the name, affiliation, organization, contact information (phone no. and email) and expertise. The study should be conducted collaboratively by experts from Indonesia, Malaysia, CPOPC member countries and other parties, where applicable.