

Proposal for Case Development

Context

As a part of capacity building activities under the National e-Governance plan (NeGP), NISG invites proposals from individuals associated with academic/research/training institutions who wish to develop case studies on specific e-government applications. Proposals for case development and the request for funding requirements must include the details as per structure explained on the next page.

National Institute for Smart Government (NISG) as a mandate works closely with Department of IT, Government of India in initiating Capacity Building activities across all States and Central Governments. The case studies which are to be developed under this proposal will be used for the various training programmes conducted by NISG

Abstract

The authors are requested to submit an abstract outline of the case study along with the proposal.

Section /Review Process

All proposals would be reviewed by a committee of 3 members from Government, Academia, and NISG. Upon selection of the proposal, a draft of the case study is required to be submitted for review.

Payment Terms

Payment will be released in three installments – 25% on acceptance of the abstract and the proposal, another 25% on acceptance of the draft, and the remaining 50% will be released on acceptance of the case study and a teaching note. The author is required to sign on the copy right transfer. Intellectual property rights of the case study would be held by NISG. The author will have freedom to use the case study for academic purpose with no commercial benefit, after seeking a formal permission/approval from NISG. The author in all cases must acknowledge that the said work was developed as part of the assignment given by NISG.

Submission Process

- Proposals should be submitted as per the prescribed format.
- Proposals should be submitted through email to :

Mrs Sridevi A
Project Manager (CB & KM),
NISG
Email: ayaluri.sridevi@niscg.org
Contact nos: 040-3028 5696

Proposal Structure

1. Objective

The objective of the case study or the purpose that it would serve must be clearly specified. Case studies could be of two kinds:

- a) those that can be used in training programmes to encourage classroom discussion or
- b) those that include a self-contained description of an e-government application, along with an analysis of challenges in its implementation and lessons learned. The latter can be used in a self-learning mode.

Cases that are meant to be used for instructional purpose must be accompanied by a teaching note for the instructor who would be using it for classroom discussion. Cases may focus on any of the key stages of the life cycle of a project - conceptualization, design or implementation, or present a comprehensive view of the project. For examples of a format in which case studies of the self learning variety can be written, please refer to The World Bank's e-government website at <http://go.worldbank.org/YQ7DL80QG0>. The case studies on the web site represent brief introduction of the kind of case studies to be developed under this program in 10-20 pages.

2. Case for Support

Demonstrate the value of your proposal by providing a comprehensive description of the application about which the case is to be developed, explaining the learning focus of the case, and providing reasons to justify why the selected application is suitable as a learning focus. Please include any understanding of the application that has been obtained from secondary sources.

3. Methodology

Provide details of the methodology to be followed in terms of proposed field visits, interviews with individuals or implementing team/ organization to be held or the ways to collate the information, or other sources of data that may be used for developing the case study. A tentative work plan or schedule to be indicated.

4. Scope of work

The proposal should include delivery of the following:

- a. Case Study (10 – 20 page length)
- b. Teaching note (2 -3 pages)
- c. Video film - capturing the case (photo shoot) while in the field, as supporting material for the case study is encouraged. This should not be of more than 30 min. duration. This video film is not expected to be of high professional quality, however, it should be of sufficient quality to be shown to the participants along with the case study.

5. Work Plan

A tentative work plan or schedule for case development should also be indicated covering the following milestones:

- i. Planning
- ii. Data collection (secondary and primary)
- iii. Data analysis and case study writing

6. Permission from Implementing Organization

Include copies of any communication from the organization (that has implemented the application) permitting the researcher to undertake a study of the application on which the case is proposed to be written, or showing the organization's willingness to share the information required for the case with the researcher. Also, authors are requested to take necessary approvals from the affiliated organization/Institute to avoid future discrepancies.

7. Estimated Budget

Provide an estimate of expenses likely to be incurred for the development of the case study. Details of expenses such as those relating to field work including data collection, data analysis and report writing, cost of travel, or any honorarium that would be charged should be specified. No more than 10% variation will be permitted for the budget line items. No increase in overall budget will be permitted under any circumstances. Cost heads should primarily include the following, inclusive of all taxes, etc.

- a. Honorarium
- b. Field work (including data collection)
- c. Data analysis and report writing
- d. Travel, boarding and lodging
- e. Any other costs, and taxes

Note: All reimbursements on the above expenses will require submission of supporting documents/receipts.

The proposal should not exceed expenses beyond Rs 1.25 lacs. In case the author is interested to shoot the video an addition funds of upto Rs 25,000/- may be provided.

8. Profile of the Proposer

The proposer must be able to demonstrate the adequacy of his/her skills for undertaking good case research of a quality that can be published. He/She must include a Bio-data and the details of training experience of case writing by citing a representative selection of relevant publications.

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