# Application form

**Name of institution:**

**Address:**

**Telephone number, including country code:**

**Contact email:**

**Name and title of contact person:**

**Contact email of the contact person:**

**Name and title of signatory for institution:**

**Part I: The institution**

1. Please confirm whether your institution complies with the eligibility criteria listed below:

|  |  |
| --- | --- |
| Is the institution legally registered as a not-for-profit entity? | □ Yes □ No |
| Is the institution registered and operating in a low or middle-income country? [Check the country here](https://datahelpdesk.worldbank.org/knowledgebase/articles/906519) | □ Yes □ No |
| Does the institution own an eligible dataset (see the requirements below) or have access to an eligible dataset owned by another institution? | □ Yes □ No |
| Is the institution able to perform data harmonization activities, which include, but are not limited to, data coding with the FoodEx2 data classification and description system, recipe disaggregation, and documentation of food composition data used in the dataset?[[1]](#footnote-2) | □ Yes □ No |
| Are the institution staff able to participate in online trainings and meetings with the FAO/WHO GIFT team to receive necessary guidance and technical support in data harmonization? | □ Yes □ No |
| Does the institution have sufficient human resources available to perform the work?[[2]](#footnote-3) | □ Yes □ No |
| Are the institution staff equipped with the necessary IT infrastructure, skills and technical support needed to carry out the work? | □ Yes □ No |
| Are the institution staff able to communicate with the FAO/WHO GIFT team in English, French or Spanish? | □ Yes □ No |
| Is the institution in a position to obtain the appropriate signature on the License to Redistribute Contribution to allow FAO to disseminate the data in the most disaggregated format through its dissemination platforms? | □ Yes □ No |

1. Please describe briefly (Max 200 words) why you believe your institution is qualified to carry out the required activities.

Answer:

1. Please describe briefly (Max 200 words) the role of your institution in the survey(s) planning, implementation and data management.

Answer:

1. Are the person(s) identified to perform the activities under this contract involved in the survey(s) planning, implementation and data management?

□ Yes

□ No

1. If the answer to the question 4. is “yes” please specify what tasks they were involved in.

Answer:

**Part II: The survey**

1. Please provide the title of the survey(s).

Answer:

1. Please state which institution(s) is/are the owner(s) of this survey data.

Answer:

1. Please complete the information on the survey[[3]](#footnote-4):

|  |  |
| --- | --- |
| Country surveyed |  |
| Geographical/administrative coverage of the data collection | □ National  □ Sub-national |
| Name of the institution who performed the field work |  |
| Is the survey part of a rolling programme[[4]](#footnote-5)? | □ Yes  □ No |
| Language of the dataset |  |
| Access link to the online resource (if available)[[5]](#footnote-6) |  |
| Dietary assessment method |  |
| Data collection start date (mm/yyyy) |  |
| Data collection end date (mm/yyyy) |  |
| Number of rounds of data collection[[6]](#footnote-7) |  |
| Repeated dietary recall/record | □ Yes □ Yes, on a sub-sample  □ No |
| Survey population *(e.g. children, pregnant women)* |  |
| Survey population: were there any special selection criteria such as medical conditions, people who eat in the same place, etc. | □ Yes, please describe:  □ No |
| Type of area covered by the survey *(e.g. rural, urban, peri-urban)* |  |
| Total sample size |  |
| Number of different food items in the food list |  |
| Number of unique recipes and mixed dishes |  |
| Capture of all foods and beverages consumed within 24 hours | □ Yes  □ No |
| If the answer to the question above was “No”, please list those foods and beverages which were not captured by the survey |  |
| Management of recipes and mixed dishes *(Please provide details, e.g. use of standard recipes, data on ingredients collected)* |  |
| Presence of compulsory variables (please tick the box next to those which are in your dataset) | □ Country name  □Type of area in which the subject is living (Rural/urban/peri-urban)  □ Unique subject identifier (anonymized, if possible)  □ Sex  □ Age (years)  □ Age (months) (if children under 5 years old)  □ Body weight (kg)  □ Method used to measure body weight (Measured/self-reported)  □ Number of survey days  □ Date (year) of consumption  □ Food name  □ Food amount (grams)  □ Energy (Kcal)  □ Macronutrients and micronutrients |

1. FAO will provide required training and guidance to support the technical aspects of the tasks [↑](#footnote-ref-2)
2. it is not permitted to sub-contract or use funds to hire additional personnel to perform the work [↑](#footnote-ref-3)
3. If you are applying with more than 1 dataset, please copy the table and fill the information for each dataset separately [↑](#footnote-ref-4)
4. If the survey is implemented periodically, every certain number of years as a part of a long-term programme [↑](#footnote-ref-5)
5. An online resource could be any publication related to your survey or the survey data already available for download from other databases [↑](#footnote-ref-6)
6. If the data was collected multiple times on the same population over different seasons or clear separated time, each data collection is considered one round [↑](#footnote-ref-7)