**Call for applications**

**Projects for the control of neglected tropical diseases in Central Africa**

**(English version)**

***Project overview***

The project «Lutte contre les maladies tropicales negligees en Afrique Centrale/Control of Neglected Tropical Diseases in Central Africa» (NTD projet) focuses on the control and elimination of neglected tropical diseases (NTDs) in the region of the Communauté Economique et Monétaire de l’Afrique Centrale (CEMAC). It is implemented by the «Organisation de Coordination pour la lutte contre les Endémies en Afrique centrale» (OCEAC) in Yaoundé, Cameroon, and funded by the German Federal Ministry for Economic Cooperation and Development (BMZ) through the KfW (German Development Bank). The Swiss Tropical and Public Health Institute (Swiss TPH) is the technical consultant and supports OCEAC in the implementation of the project.

***The objectives*** of the project are:

1. **Support of interventions to control or eliminate NTDs in the CEMAC region (component 1)**
2. **Regional NTD research capacity building through PhD student fellowships (component 2)**

***Project countries:***

1. Component 1 (interventions): Cameroon, Chad, Central African Republic, Republic of Congo, Gabon
2. Component 2 (fellowships): Cameroon, Chad, Central African Republic, Republic of Congo, Equatorial Guinea[[1]](#footnote-1), Gabon

***Duration of the project***: October 2017 – September 2021 (4 years)

**Component 1:** Intervention projects must focus on one or several NTDs as defined by the World Health Organization (WHO), and must be aligned with relevant national strategic plans. Projects may be stand-alone or complement existing funding, but major capital investments are not supported (e.g. construction or rehabilitation of buildings, and acquisition of cars).

Proposals can be submitted by national programs, non-governmental organizations (NGOs) that are registered in the country, recognized by the Ministry of Health and have references in the fight against NTDs, or consortia. Projects can focus on a specific target group (e.g. displaced populations), a subnational region (including cross-boundary regions), or one or several of the above-listed countries of the CEMAC region eligible for component 1.

**Component 2:** PhD student candidates must be nationals of a CEMAC country. Their project must be supervised by a qualified professor affiliated with a university located in the CEMAC region, and co-supervised by an external professor (e.g. internationally recognized institution located outside the CEMAC region). All disciplines are eligible for funding but the research topic must be of direct relevance to NTD treatment, control or elimination in the CEMAC region (for details, see the respective call for applications).

***Selection and implementation***

This call for applications for intervention projects includes specific conditions and guidelines on the application process. Eligible proposals will be vetted and ranked by an independent expert committee. Coordinators of selected intervention projects will be fully responsible and held accountable to implement projects according to a specific contract with OCEAC (following non-objection of the KfW). The intervention project implementation will be rigorously monitored by OCEAC. In addition to the periodic supervision, an annual meeting will be organized by OCEAC to bring together the coordinators of the intervention projects, PhD students, their supervisors, and other relevant stakeholders to review progress made in every supported intervention project.

## Intervention Projects: Guidelines for Application and Frequently Asked Questions

**Basic requirements for application**

All applications need to refer to projects with the following characteristics:

* Focus on one or several neglected tropical diseases as defined by WHO. For a current list of NTDs please check: <http://www.who.int/neglected_diseases/diseases/en/>   
  The list of diseases is also available on Form 1: Administrative project details.
* Project area: Cameroon, Central African Republic, Chad, Republic of Congo, and Gabon. Projects may refer to a region (including across borders between project countries), an entire project country, or a group of project countries.
* Start date of the proposed projects (field work) in the 4th quarter 2018 or in early 2019.
* Proposed projects need to be aligned with the NTD strategic plan of the project country/-ies.
* Proposed projects need to be new projects or new activities in established programmes. An extension of on-going projects can only be considered if it can be convincingly demonstrated that the original funding cannot be extended irrespective of the outcome of the present application, and that no alternative funding options exist (no displacement or substitution of funding).
* Proposed projects need to be integrated according to international standards and as feasible (between NTDs, e.g. joint albendazole and praziquantel distribution, integrated skin NTD screening; between programs and the primary health care system, e.g. primary health care centers for leprosy treatment). Applications for non-integrated projects must contain a justification for proposing a stand-alone project.
* Only control and elimination projects, including pilot projects of interventions with established efficacy and feasibility directly benefiting the population, are eligible for funding.
* Explicitly excluded from funding are:
  + Infrastructure such as new buildings (only small renovations are eligible) and major capital investments (e.g. cars, laboratory equipment etc.) with an individual value >EUR 25 000/FCFA 16 398 900 and a cumulative value >10% of the total project costs.
  + Salaries and top-ups for permanent staff.
  + Clinical studies, drug trials and other research projects.
* Surveys, surveillance, monitoring, training, advocacy, information-education-communication, behavior change communication, planning and related activities are only eligible for funding if they are integral parts of an implementation project funded under the proposed project or through available third-party funding.
* All available co-funding options including donations of drugs and diagnostics and the availability of free drugs must be indicated in the proposed project.

**Eligible institutions**

Ministries of Health and their NTD control programs are the primary targets of this call. They must associate and form a project consortium with non-on, the governmental organizations or other institutions with which they have a track-record of collaboration. The project will be audited annually by an external and independent auditor. To this end, the organization has to comply with all international demands and norms demanded by an external audit, particularly with regard to procedures, accounting and financial administration, the set-up of the internal control system, the institutional and program administration, the procurement procedures and the monitoring and evaluation system.

The lead may be either with the Ministry of Health or its partner. The signing of a tripartite agreement including the Ministry of Health, the organization and OCEAC is planned.

Non-governmental organizations and other not-for-profit institutions with a demonstrated track-record in NTD control are also eligible to apply if they can demonstrate alignment and coordination with the relevant Ministry of Health and their NTD control program priorities. Several NGOs may form a project consortium if they can demonstrate the added value of doing so.

All institutions applying for funding must be registered as a legal entity and allowed to implement projects in an eligible country. They must also be physically present in at least one of the country/-ies covered by the proposed project. In case of multi-country projects, in each country at least one consortium member must be registered.

Individuals and for-profit companies are not eligible to apply.

**Number and duration of projects**

Institutions may submit one or several applications. If they submit more than one, they must confirm that they have the capacity to manage all proposed projects in case they are selected for funding.

It is planned to award 1-3 projects per country, with a volume of EUR 300 000 – 1 000 000/FCFA 196 787 000 – 655 957 000 per project. Deviations from this guiding range must be justified and will be assessed on a case-by-case basis.

Duration of the proposed projects: 1-3 years. No extension of proposed projects is foreseen in the frame of the current phase of the NTD project.

**Available co-funding**

Financial and in-kind co-funding of the proposed projects is encouraged and increases the chance of an award. Drug and diagnostic donations from WHO and other donors are eligible as co-funding.

It is possible to propose for funding new activities embedded in established programmes. In that case, the new activity is considered a project and all rules and regulations apply in analogy.

**Project scope**

All costs directly related to the planning, implementation, documentation, monitoring, management and reporting of proposed projects are eligible for funding, unless alternative funding sources are available (e.g. drug donations). In case of new activities embedded in established projects, funding for one or several of the above-mentioned funding areas can be sought. Available co-funding, and established projects for which funding is sought for new activities, must be declared.

In addition to the project, the following support is offered to the project leader and shall not be included in the application:

* Travel and accommodation related to the personal interview
* Participation in the annual project meeting
* Participation in the final project dissemination meeting

***Attention****: Projects do not cover taxes, overheads, general management fees, etc.*

**Contract types, reporting, monitoring by OCEAC and audit**

Fixed obligation grants (contracts with pre-agreed payments for reaching pre-defined milestones) will be offered. As part of the proposal, an appropriate project administration approach must be described, including a unit fulfilling international standard financial administration requirements.

The contract partner is required to submit quarterly project progress and financial reports based on a template offered by the donor. Failure to submit reports will result in suspension of funding.

OCEAC will regularly monitor project implementation, both remotely and through country and field visits.

The project finances are subject to regular audits according to international standards.

**Language**

Dossiers can be prepared in French or English. The same language shall be used throughout the dossier (except copies of certificates and recommendation letters).

Reports can be prepared in French or English. The same language shall be used thought the report.

**Submission of dossiers (applications)**

Complete dossiers based on the forms provided as part of this call must be submitted to OCEAC.

To: E-mail address: [projetmtn@oceac.org](mailto:projetmtn@oceac.org)

Cc: Dr. Patty Ngassa ([ngassapatty@yahoo.fr](mailto:ngassapatty@yahoo.fr))

Cc: Bonaventure Savadogo ([bonaventure.savadogo@swisstph.ch](mailto:bonaventure.savadogo@swisstph.ch))

***Attention:*** *Incomplete dossiers, dossiers using other forms than the standard forms provided herewith,* dossiers *submitted by any other mean than e-mail or to any other individual than those listed above will not be considered!*

**Application deadline**

The deadline for reception of the electronic dossier under the above e-mail address is 08 July 2018.

***Attention:*** *All submissions received after the deadline will automatically be disqualified.*

**What happens next**

* All dossiers received before the application deadline will be reviewed to determine eligibility. All applicants are informed of the outcome of this conformity check and whether all necessary documents have been submitted (see form 0: Checklist of required documents).
* Dossiers meeting the eligibility criteria are then reviewed by two independent reviewers, and scored.
* Approximately 2 months after the application deadline: one representative of all applications passing the basic review will be invited to a personal interview. Following the interview, the representative of eligible applications is invited to participate in a proposal writing workshop and, if necessary, a schedule to submit amendments to the proposed project is agreed upon.
* Retained final applications are recommended to OCEAC for funding. Contract negotiations can be started following a non-objection decision by KfW, approximately 2 months later. It is expected that project work can start around the 4th quarter 2018.

**Intention to submit, questions and clarifications**

Interested institutions/NGOs are encouraged to indicate their intention to submit an application to the contacts listed below.

To: E-mail address: [projetmtn@oceac.org](mailto:projetmtn@oceac.org)

Cc: Dr. Patty Ngassa ([ngassapatty@yahoo.fr](mailto:ngassapatty@yahoo.fr))

Cc: Bonaventure Savadogo ([bonaventure.savadogo@swisstph.ch](mailto:bonaventure.savadogo@swisstph.ch))

Questions and requests for clarification may be submitted to the above-mentioned e-mail addresses at any time throughout the application period (28.05.2018 – 08.07.2018). Questions and answers will be shared with all institutions that indicated their intention to submit an application, at the address used to indicate that intention. No contact with the project team at OCEAC through other means of communication than e-mail or as described above is permitted from the release of this call until the submission deadline and the funding decision.

## 1. Administrative project details

*Instruction to applicants:  
save as separate Word document; label the document “1 - Project name\_admin details”*

|  |  |  |
| --- | --- | --- |
| **Project details** | | |
| Institution (consortium lead in case of multiple institutions) | Click here to enter text. | |
| Consortium | no yes | |
| Name of project (max. 50 words) | Click here to enter text. | |
| Classification:  - NTD(s) addressed (multiple answers possible) | Buruli ulcer  Chagas disease  Cysticercosis  Dengue and Chikungunya  Dracunculosis Guinea worm)  Echinococcosis  Endemic treponematoses (Yaws)  Foodborne trematodiasis  Leishmaniosis  Leprosy  Lymphatic filariasis | Mycetoma and other deep mycoses  Onchocercosis (River blindness)  Rabies  Scabies and other ectoparaites  Schistosomiasis (bilharziasis)  Snakebite envenoming  Soil-transmitted helminths (intestinal helminths)  Trachoma  Trypanosomiasis (Sleeping sickness) |
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| - Country where project will be implemented (multiple answers possible) | Cameroon  Central African Republic  Chad  Republic of Congo  Gabon | |
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| - Project area | Multi-country  National  Sub-national | |
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| - Type of intervention (multiple answers possible) | Preventive chemotherapy  Intensified disease management  Vector and intermediate host control  Veterinary public health  Provision of safe water, sanitation and hygiene  Other: Click here to enter text. | |

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| **Main applicant** *(consortium lead / member 1 in case of multiple institutions*) | |
| Institution  - Name  - Street and number or P.O. Box  - City, Post code, Country  - Website  - Phone number  - e-mail | Click here to enter text. |
| Proposed main point of contact (at host institution)  - Family name  - Given name(s)  - Title and current position  - Mobile phone number  - e-mail | Click here to enter text. |
| Proposed project leader |  |
| - Same as proposed main point of contact | yes no → if no: fill in details below |
| - Family name  - Given name(s)  - Title and current position  - Institution  - Street and number or P.O. Box  - City, Post code, Country  - Mobile phone number  - e-mail | Click here to enter text. |
| Proposed grant holder (the grant holder must be able to sign contracts, receive and administer funds according to international project requirements, and have full authority over the use of these funds) | Applicant Consortium member nr. \_\_\_\_ |
| **Consortium member 2** (*only to be filled in case of a consortium*) | |
| Institution  - Name  - Street and number or P.O. Box  - City, Post code, Country  - Website  - Phone number  - e-mail | Click here to enter text. |
| Proposed main point of contact  - Family name  - Given name(s)  - Title and current position  - Mobile phone number  - e-mail | Click here to enter text. |

In case of more than 2 consortium members: copy and fill in the above block

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| **Known implementation issues, necessary authorizations and safety** | |
| - Main implementation issues (e.g. known reluctance to accept free drugs, resistance to health promotion messages)  - Proposed solutions | - Identify the main known implementation challenges based on experience in the frame of previous control efforts.  - Identify the proposed solutions for known implementation challenges.  - Use headings indicated on left side. |
| Click here to enter text. | |
| Security situation, access and safety precautions to be observed in proposed project area and how the applicants will deal with them. | - Summarize the security situation (armed conflicts, natural hazards etc.).  - Summarize main challenges limiting access to the proposed project area, including seasonal inaccessibility due to rainy season.  - Describe main safety precautions necessary to operate in he proposed project area. |
| Click here to enter text. | |

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| **Complementary funding** (if any) | |
| - Source  - Amount (EUR/FCFA)  - In-kind (drugs, diagnostics, man-power, secretariat, etc.)  - Availability (conditions, period)  - Supported activities | - Identify the source, amount/type and availability including any conditions of complementary in-kind or financial contributions to the proposed project.  - Use headings indicated on left side. |
| Click here to enter text. | |

Place, Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## 2. Technical proposal form - abstract

*Instruction to applicants:   
save as separate Word document, label the document “2 - Project name\_abstract”*

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| **Abstract** (max 500 words) | |
| Name of project (max. 50 words) | Click here to enter text. |
| Institution(s) | Click here to enter text. |
| - Background  - Aim and objectives  - Proposed intervention  - Public health significance  - Alignment with national and international guidelines | - Max 500 words, Arial 11 pt, 1.5 spacing, justified  - 1 paragraph per heading  - Use headings indicated on left side. |
| Click here to enter text. | |

## 3. Technical proposal form – core proposal

*Instruction to applicants:   
Save as separate Word document, label the document “3 - Project name\_proposal”*

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| **Core proposal** (max. 7 pages not including references, Arial 11 pt, 1.5 spacing, justified | |
| Background and relevance (max. 1 page) | Describe the background of the suggested project including a problem statement clearly identifying the NTD(s) to be studied, the extent of the public health challenge and the standard tools and approaches for control or elimination of the targeted NTD(s).  Describe previous and current efforts to control or eliminate the targeted NTD(s), and how the proposed project builds on them. |
| Click here to enter text. | |
| Proposed project (max. 2 page2)  - Aim  - Specific objectives  - Intervention 1, output 1  - Intervention 2, output 2  - Intervention …, output…  - Approach and methodology  - Outcome and impact  - Justification | - Use headings indicated on the left side.  - Describe the overall aim of the proposed project.  - List the specific objectives (bullet points).  - List the proposed interventions along with the expected outputs.  - Briefly describe the proposed approach and methodology.  - Describe the expected outcome and impact of the proposed project.  - Explain why this project is proposed rather than another one. Possible reasons include public health impact, leveraging other donations, interventions following surveys demonstrating need etc. |
| Click here to enter text. | |
| Proposed project: (max. 3 pages)  - Target population  - Project area(s)  - Main activities (e.g. mass drug administration, screening, health promotion, etc.)  - Documentation/recording and reporting (integration into existing program-specific or general systems)  - Monitoring/quality assurance | - Use headings indicated on the left side.  - Describe the target population and project area(s).  - Describe the main activities to be implemented.  - Describe the proposed documentation and reporting system, including alignment with existing systems.  - Describe the proposed approach to monitoring and quality assurance. |
| Click here to enter text. | |
| Proposed project: (max. 1 page)  - Main collaborations  - Administrative set-up  - Roles and responsibilities  - Alignment with relevant national strategic plan | - Use headings indicated on the left side.  - Describe collaborations (e.g. primary health care centers, referral hospitals) and main partners in project implementation (e.g. village health volunteers, veterinarians).  - Describe planned project administration (contract management, fund management etc.).  - Describe roles and responsibilities of all involved partners (both consortium partners and implementation partners).  - Describe how the proposed project is aligned with the objectives of the relevant national strategic plan. |
| Click here to enter text. | |

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| **Further details** | | |
| Time plan (Gantt chart). Use embedded excel file; list only main activities, per quarter, but clearly indicate key milestones (phase 1: design and preparation; 2: implement-ation / field work; 3: reporting, maintenance) |  | |
| Bibliography of references used to write proposal | | 1. Author A, Author B, Author C, YEAR. Title. Journal, Volume, page-page. |
| Click here to enter text. | | |

Place, Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## 4. Budget form

*Instruction to applicants:   
save as separate Excel document, label the document “4 - Project name\_budget”*

Please fill the form below according to the instructions:

- Rows can be inserted to list additional items under each heading. No new main budget headings shall be created. Attention must be paid to adjust the summing function so as to calculate correct totals.

- Compensations: only per diems and compensation of work time directly related to the project for staff not otherwise compensated are permitted, including social security costs. Identify key personnel by name and function, others only by function. No salaries or top-ups for permanent staff (including civil servants), or per diems for individuals entitled to per diems from other sources, are eligible for funding. Technical assistance by applicant or consortium member staff is not eligible for compensation beyond actual staff costs, and shall not exceed 10% of the total budget. Third party short-term technical assistance is eligible for compensation up to a maximum of 5% of the total budget. Use national guidelines to calculate per diems and compensations.

- Capital items: procurement under the project is restricted to minor items (individual items up to EUR 25 000/FCFA 16 398 900 and cumulative value up to 10% of the total project costs) that are indispensable for performing the suggested project, and not available from the applicant or any consortium member institution. A justification is needed for every item.

- Consumables: the procurement of consumables is permissible up to the quantity reasonably estimated to be necessary to perform the suggested project (e.g. office supplies, car spare parts, reagents, diagnostics, molluscicides, traps). List items as detailed as possible. A justification is needed for every item. Also list key items donated by other parties (e.g. drugs obtained via WHO).

- Field work costs including travel, documentation, and reporting are permissible up to the quantity reasonably estimated to be necessary to perform the suggested project. No lump sums can be budgeted. List items as detailed as possible. A justification is needed for every item.

- Coordination costs including meetings, personnel and financial administration directly related to the planning, implementation and reporting of the proposed project are permissible up to the quantity reasonably estimated to be necessary to perform the suggested projects. No overheads or percentages of the overall amount can be budgeted. List items as detailed as possible. A justification is needed for every item.

- 3rd party funding includes both proper funds of one or several applicants and secured contributions from 3rd parties. Provide details on any restrictions for what these funds can be used.

- Costs for participation of the project leader in the annual review meetings and other international meetings organized or offered by the NTD project shall not be included in the budget. Such costs will be covered directly by the NTD project.

- No value added tax, sales tax or other taxes and duties can be charged separately to the NTD project.

- No adjustments/provisions for inflation or exchange rate fluctuations are permissible.

- No overheads or general administrative costs may be charged. Office and communication costs directly related to the proposed project may be charged at a flat rate of up to EUR 100/FCFA 65 595.7 per month.

- Costs associated with the elaboration of the proposal may not be charged. If selected for further consideration, travel and accommodation for the project leader to participate in the personal interview will be covered directly by the NTD project.

- Please indicate available co-funding, together with any restrictions and conditions to its use.

- Re-allocation between budget lines of the same category is permissible but reallocation between categories is subject to approval.

Each budget line is subject to review and approval by the KfW NTDs project administration.



## 5. Institutional and team profile

*Instruction to applicants:   
save as separate Word documents, label the documents “5 - Project name\_profile1; 5 – Project name\_profile2”*

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| --- | --- |
| **Institutional details** | |
| Name of institution | Click here to enter text. |
| Headquarter (city, country) | Click here to enter text. |
| Registration/incorporation (in project country/-ies; year, city, country) | Click here to enter text. |
| Commercial bank account (in project country) | Yes No |
| Type of institution | Government (e.g. MoH)  Public (e.g. public health institute, university)  Non-governmental organization (national)  Non-governmental organization (international) |
| Mission statement (or similar) | Click here to enter text. |

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| **Reference projects** (*demonstrate experience with projects of comparable nature and/or volume; adjust as appropriate in case of routine activities of national programs*) | | | | |
| *Years  (start – completion)* | *Title and main project activities* | *Donor* | *Contract value* | *Role* |
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| **Key team** *(Identify key team members, their expertise and tasks in the suggested project*) | | | | |
| *Name* | *Institution* | *Relevant expertise* | *Position* | *Assigned tasks* |
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Place, Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## 0. Checklist of required documents

*Instruction to applicants:   
save as separate Word document, label the document “0 - Project name\_checklist”)*

0. Completed checklist of required documents   
(file name for submission: 0 – Project name\_checklist.pdf)

1. Completed administrative project details form, signed and dated   
(file name for submission: 1 – Project name\_admin details.pdf)

2. Completed technical proposal form - abstract   
(file name for submission: 2 – Project name\_abstract.pdf)

3. Completed technical proposal form – core proposal, signed and dated   
(file name for submission: 3 – Project name\_proposal.pdf)

4. Completed budget form, signed and dated   
(file name for submission: 4 – Project name\_budget.pdf)

5. Completed institutional and team profile form, signed and dated   
(file name for submission: 5 – Project name\_profile1.pdf; 5 – Project name\_profile2.pdf)

6. In case of a single applicant: organogram of applying institution depicting lines of command and specific responsibilities of different units in the project  
In case of a consortium: organogram of consortium depicting lines of command and specific responsibilities of partners  
(file name for submission: 6 – Project name\_organogram.jpg)

7. Relevant national strategic plan(s)   
(file name for submission: 7 – Project name\_strategic plan.jpg)

8. In case of a consortium: Scan of signed consortium agreement   
(file name for submission: 8 – Project name\_consortium.jpg)

9. Declaration of undertaking, signed by applicant/consortium members and dated (confirmation that the project will be executed as proposed if the application is awarded, the mutually agreed modifications will be made in the frame of the award and contracting process, and that the branding regulations imposed by the donor are followed)  
(file name for submission: 9 – Project name\_declaration.jpg)

10. Proof of available co-funding, including drug donations  
(file name for submission: 10 – Project name\_cofunding.jpg or .pdf)

11. Proof of registration in project country   
(file name for submission: 11a – Project name\_registration1.jpg or .pdf; 11b – Project name\_registration2.jpg or .pdf)

12. In case no NTD control program is participating in the application: Letter of support by relevant national NTD control program(s) (on national program letterhead, typed or handwritten, signed and dated)  
(file name for submission: 14 – Project name\_support letter.jpg or .pdf)

1. PhD students from Equatorial Guinea are eligible under the condition that they register in another CEMAC country. No project funds may be used to buy materials or services in Equatorial Guinea. [↑](#footnote-ref-1)