



**Humanitarian Activities
Committee**

IEEE HAC Projects – 2017 Call for Proposals

The IEEE Humanitarian Activities Committee (HAC) is tasked with supporting the IEEE Board-endorsed vision of IEEE volunteers around the world carrying out and/or supporting impactful Sustainable Development and Humanitarian Activities at the local level – i.e. “feet on the ground.”

IEEE HAC is currently inviting proposals for *Sustainable Development and Humanitarian Activities related projects* aligned with this vision. The committee will review proposals during 2017 and expects to fund a **minimum of 4 – 5 proposals with budgets between US\$20,000 and US\$60,000.**

Priority will be given to proposed projects of potential scale or proposals with the potential to scale (e.g. multi-site and/or cross-border) where an existing pilot has taken place. Proposal should take a holistic, community-based approach taking account of relevant environmental, cultural, socio-economic & infrastructural issues and policy priorities. Clear alignment with one or more **UN Sustainable Development Goals (SDGs)** is expected - <http://www.un.org/sustainabledevelopment/sustainable-development-goals/>

Proposals must demonstrate a clear understanding of target community needs based on consultation, and demonstrate a needs driven approach to technology deployment and strengthening local capacity.

Proposals requesting a larger budget contribution will be considered on a case by case basis, based on progress achieved with previous related activities.

Currently, funding support can only be considered for eligible costs incurred by 31 December 2017.

Any proposal which requests (i) funding of less than \$20,000, (ii) is incomplete, (iii) unsigned, (iv) does not have meaningful “Local” IEEE Volunteer involvement or (v) for which a completed IEEE HAC Projects Budget Application Form is not submitted will not be reviewed.

Deadlines:

- Submission deadline for **Call 1** is **31 March 2017**.
- Submission deadline for **Call 2 (Subject to available funding)** is **31 May 2017**.

Eligibility to apply:

- IEEE members in good standing and IEEE organizational units (OUs) are eligible to submit proposals.
- IEEE members may submit a proposal for an external organization with which they are working.
- An IEEE OU must act as a fiscal agent for individual member projects. IEEE financial requirements for funding disbursements will apply.

Attributes of projects considered:

- HAC provides funding to support local IEEE volunteers identifying community challenges and providing solutions locally – i.e. “feet on the ground.”
- Meaningful “Local” IEEE Volunteer involvement means that one or more key IEEE leaders of the project are **currently resident** (living) in the country/countries in which the project is to take place.

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- Project has local community involvement
- Projects must benefit a local, underserved group
- While projects must have some technology component, leveraging IEEE's core competencies, these can be applied to any focus area (e.g. Agriculture, Education, Energy, Healthcare, Water and Sanitation, etc).
- Projects are expected to involve multiple complementary activities, (e.g. community building, technology adaptation, deployment, assessment, and so on)
- Sustainability of project results is a key focus
- If your proposal is primarily or exclusively focused on education, for example, you may wish to explore funding opportunities under EPICS in IEEE (<http://epics.ieee.org>) before engaging with IEEE HAC Projects.
- If your proposal is primarily or exclusively focused on solar solutions for off-grid communities, you may wish to explore funding opportunities under IEEE Smart Village (<http://ieee-smart-village.org>) before engaging with IEEE HAC Projects. IEEE Smart Village has a strong focus on achieving affordability and sustainability by supporting establishment of locally owned entrepreneurial energy businesses.

Projects NOT considered:

- Projects that are not local in nature.
- Projects that are focused solely on the development of technology for arbitrary deployment (i.e. building a better water pump for the developing world)
 - However, projects that involve modification and/or adaptation of a specific technology or technologies for a specific setting may be considered on a case by case basis
- Projects involving immediate disaster relief
- Projects less than US\$20,000. (For smaller projects, IEEE members should contact IEEE SIGHT.)
- Projects with no plan for sustainable results.
- Projects with superficial community involvement

Eligible Project Costs

The HAC Projects Sub-committee is interested in supporting volunteer projects taking a holistic approach towards addressing identified community challenges, working in partnership with local stakeholders to achieve sustainability.

As the available HAC Projects budget is finite, it necessary to introduce some priorities and constraints in relation to what can and cannot be funded, to maximize the impact of IEEE and non-IEEE volunteer “feet on the ground activities” during and after HAC supported projects.

As a result, the HAC Projects Sub-committee is prioritizing supporting direct project costs, including necessary equipment, materials, supplies, and travel.

The role of any non-volunteer would need to be carefully justified. Any associated costs should be clearly explained and not constitute any more than a minor part of the overall budget proposed.

No indirect costs will be considered for funding, including but not limited to Overhead Rates, F&A, tuition, administration, management, project management, etc.

Questions

Do you have any questions you wish to ask about the IEEE HAC Projects - 2017 Call for Proposals?

https://www.ieee.org/about/corporate/humanitarian_activities_committee.html

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Please contact HAC at hac-projects@ieee.org for more information before developing and submitting your proposal.

IEEE HAC Projects – 2017 Proposal Structure and (*Evaluation Criteria*)

1. Proposal Focus (*Quality, Relevance, Alignment to SDGs*)

- a. Need Addressed (Character length – 1,000)
- b. Project Objectives and Approach (Character length – 3,500)
- c. Alignment with Objectives of Humanitarian Activities Committee & Sustainable Development Goals (Character length – 2,000)
- d. Location(s) (Character length – 500)
- e. Positioning (Character length – 3,000)
- f. Is this a new project or a continuation or scaling up of a previous project? (Character length – 2,000)

2. End-user Engagement (*Quality, Credibility, Local Ownership*)

- a. Need and target community (Character length – 2,000)
- b. Community engagement during proposal concept development (Character length – 2,000)
- c. Role of stakeholders in implementation and sustainability (Character length – 2,000)
- d. Engagement with IEEE members in intervention country/countries (Character length – 2,000)

3. Expected Impact (*Credibility*)

- a. Impact on target communities (Character length – 2,000)
- b. Dissemination of achievements and lessons learnt (Character length – 2,000)
- c. Potential for replicating or scaling project outcomes (Character length – 2,000)

4. Project Implementation Plan (*Quality and Credibility*)

- a. Workplan and milestones (Character length – 3,000)
- b. Proposed technology and relevance to local environment (Character length – 3,000)
- c. Management structures (Character length – 3,000)
- d. Implementing team (Character length – 4,000)
- e. Risk Analysis and Contingency Planning (Character length – 3,000)

5. Requested Funding (*Appropriateness of Proposed Utilisation, Value for Money*)

a. Utilisation of Requested Funding (Character length – 3,000)

Completed IEEE HAC Projects Budget Application (*Credibility*)

How to submit

- Please complete the IEEE HAC Projects Proposal Application and IEEE HAC Projects Budget Application Form (templates provided at <http://bit.ly/2kxfyNN>) and submit via e-mail to HAC at hac-projects@ieee.org [SUBJECT: 2017 IEEE HAC Projects Proposal – Call “x [1 or 2]” “Name of Proposal”]

Acceptable time frame to utilise funds

- Funds must be expended in the current fiscal year (by 31 December 2017).
- Report must be submitted with evaluation metrics by 28 February 2018.