CALL FOR PROJECT PROPOSALS

From AWB Network Universities
For capacity building projects in an institution of higher learning in the developing world

February 2018

Academics Without Borders

AWB is a bilingual nonprofit organization, based in Montreal. Its mission is to support capacity development¹ in tertiary education in developing countries so that these countries can educate their own experts and professionals that are necessary for their development. AWB carries out its mission by supporting projects in institutions of higher education in developing countries and by working with talented and committed people there who are initiating and sustaining institutional growth and change. It does this by sending volunteers like you from Canada and other countries to support these local initiatives. AWB projects focus on a number of areas, including, health, teaching and learning methodology, various academic disciplines, student services, and back office operations. That is, in any area in which universities are involved.

Call for Project Proposals - Overview

Building on Established Relationships

This Call for Project Proposals is designed to build on established relationships between you and your colleagues at a tertiary institution in a developing country. The existing knowledge, networks and trust between you and the people with whom you have worked contributes to sustainable change.

Application Process

The process is in two steps.

The first step involves your submitting a capacity-building project proposal. If the proposal meets the eligibility requirements, the proposal will receive first step approval.

¹ Capacity development in this call for proposals refers to changes within an institution of higher education in the developing world that are priorities for that institution which the institution is committed to sustaining.
The second step involves AWB contacting the partner university and requesting it to provide AWB with a more fully developed project proposal. At this stage, AWB will do a budget for the project.

If the project proposal meets the AWB eligibility criteria and the volunteer(s) specified in the proposal is(are) qualified to be an AWB volunteer(s) or AWB can find qualified volunteer(s), then funding permitting, the project will be approved. If insufficient funds are available to support all eligible projects, funding decisions will be based on a consideration of the potential impact and sustainability of the projects. Consideration may also be given to the number of proposals originating from each Network university in selecting those to be supported.

If the proposal is accepted as an AWB project, AWB will then manage the project in accordance with AWB policies and procedures.

First Step Requirements

Partner University Eligibility Criteria

- The partner institution must be an accredited¹, public or private, nonprofit institution of higher education in a country in Annex I that is willing to enter into a partnership with AWB.
- The partner institution must be the initiator of the project and must take the lead.
- The initiative must contribute to sustainable institutional development and the partner institutions must cover the costs of their staff, office expenses, and any activity or publication necessary for the project’s success.
- The partner institution is required to make a financial or in-kind contribution to the project by providing accommodations, local transportation, and, if possible, a stipend to cover local costs for the volunteer(s).²
- IMPORTANT NOTE: Applications will not be considered in a country or a region of a country for which the Government of Canada has issued a travel advisory urging “Avoid all travel” or “Avoid non-essential travel” – see https://travel.gc.ca/travelling/advisories.

Project Eligibility Criteria

- The project must align with the vision, mission, and objectives of AWB, which are available on AWB’s website.

¹ The University must be accredited by a national accrediting agency.
² If a partner in a low development country cannot provide either accommodation or a local salary, AWB will consider waiving this requirement.
The first stage proposal must be submitted by one or more working or retired faculty, staff, or administrators from an AWB network university.

The initiative will build on and strengthen a relationship between the person submitting the proposal and his/her counterparts in the partner institution.

Central to the project must be capacity building at the partner institution and there must be a clear indication of how the project’s activities and outcomes will be sustained.

The proposal may include a component for involvement of students from the applicant’s university. However, all student involvement must be self-funded, add value to the project, and have the explicit agreement of the partner institution.

The project may involve several postings to the partner university in the developing world.

The proposal must be cost effective.

Volunteer Eligibility Criteria

Required academic qualifications and experience for academics, staff and non-academic professionals are outlined on our website: https://www.AWB.org/wp-content/uploads/2017/08/EN-AWB-Volunteer-Package-for-Web-revised.pdf

The volunteer(s) must be willing to spend the time at the partner institution to realize the goals of the project. The minimum posting is three weeks\(^3\), but most projects require longer time onsite and some require the volunteer to be willing to return to the partner institutions for several postings.

The volunteer(s) must be willing to be contractually engaged as AWB volunteers and to follow all AWB policies and procedures.

What to Include in the First Step Submission

1. **Title**: Title of the project
2. **The Institution**: The name, location, the date of founding, and the type (public, private) of the institution and the institutional level at which the project is to be carried out (department, school, faculty, institution-wide).
3. **Contact Information**: Contact Information (name, position, telephone number and email) of Project Leader at the overseas partner institution.
4. **Project Description and the role of the volunteer(s)**: A description of the capacity building project including a description of the needs that the project is to fulfill at the partner institution and the role of the volunteer(s) in the project. Proposals with postings of less than three weeks will not be considered except under special circumstances.
5. **Project Goals**: The goals of the project, including the immediate outcomes and the longer-range impact.

\(^3\) AWB would consider a proposal that involves a posting for less than three weeks if a case can be made for it.
6. **Project Sustainability**: An indication of how the activities and outcomes will be sustained beyond the life of the project.

7. **Evaluation**: An indication of how the project’s success might be evaluated.

8. **Previous Activity**: A description of what has been done previously on this project or with this institution.

9. **Country not included in HDI list**: If the proposal involves an institution in a country that is not listed among those identified in the *Human Development Index* but is included in the *Multidimensional Poverty Index* (see Annex 1), a compelling case must be made that, although the country is not among the world’s poorest, support is justified because of regional economic inequalities within the country.

10. The name and affiliation as well as CV(s) of the proposed volunteer(s) and the names and contact information for two referees. A proposal can be submitted without specifying a volunteer.

11. A letter of support from the partner institution indicating it initiated the project and their motivation to enter into a partnership with AWB to undertake the project. The letter should also indicate the contribution of the partner institution to the budget of the project, e.g., provision of accommodations, per diem, local transportation for the volunteer, etc. The letter of support should be submitted as a separate file.

12. The proposal should be no longer than three pages, not including the letter of support and the CV(s) of the volunteer(s) and should be submitted in Microsoft Word format.

Please use the 1 - 9 as sub-headers for the proposal submission.

If this first step proposal is approved, in the second step of the process, AWB will send the partner institution in the developing world an AWB project proposal form, which must be filled out by the institution and signed by a high level administrator. The project proposal will specify the details of the project, which the partner institution wishes to do with AWB, and the in-kind and financial contributions that the institution will make towards the cost of the project. The final decision will be made once AWB receives the second step proposal.

**Deadlines and Decisions**

First Step Deadline: Friday, March 30, 2018

First Step Decision: Friday, April 13, 2018

Second Step Deadline: Friday, May 25, 2018

Second Step Decision: Friday, June 8, 2018

**AWB’s Role**
If a project is accepted as an AWB project, AWB will then manage it in accordance with its policies and procedures. If not provided by the partner institution or any other source, AWB will cover the expenses of the volunteer(s) for

- Economy air travel
- Airport transfers
- Medical and travel insurance
- Visa
- Necessary vaccinations and medications
- In-transit costs for hotels and meals
- Stipend for living expenses
- Other expenses for the volunteer that are directly related to the assignment will be considered.

AWB does not cover the cost of equipment or books and does not provide a salary or honorarium for its volunteers.

**Submission of proposals**

Please submit project proposals by Friday, March 30, 2018 to Corrie Young at cyoung@awb-usf.org with a copy to Dominique Van de Maele at dvandemaele@awb-usf.org. Note that AWB will provide a copy of your proposal to the AWB University Network contact person at your university for their information.

For any questions concerning this call for proposals, please contact Corrie Young.
Annex I

AWB supports projects and institutions in the world’s poorest countries - those identified as low or medium in the United Nations Development Program’s 2016 **Human Development Index**. In exceptional cases AWB will consider projects in countries that are not in this list but are included in the UNDP’s 2016 **Multidimensional Poverty Index**. In these cases, a compelling case must be made that, although the country is not among the world’s poorest, support is justified because of regional economic inequalities within the country.

**Human Development Index**

|----------------------|-------------------|------------|---------------------------------|----------|--------------|---------|------------|----------|----------|--------------------------|------|---------|------|--------------------------|--------------|---------|-------|-------------|------------------|---------|---------|-------|--------|--------|--------|-----------|--------|-------------|-------|
Sao Tome and Principe  
Senegal  
Sierra Leone  
Solomon Islands  
South Africa  
South Sudan  
Sudan  
Swaziland  
Syrian Arab Republic  
Tajikistan  

Multidimensional Poverty index

Albania  
Argentina  
Armenia  
Azerbaijan  
Barbados  
Belarus  
Belize  
Bosnia and Herzegovina  
Brazil  
China  
Colombia  
Dominican Republic  
Ecuador  
Georgia  
Jamaica  
Jordan  
Kazakhstan  

Tanzania (United Republic of)  
Timor-Leste  
Togo  
Turkmenistan  
Uganda  
Vanuatu  
Viet Nam  
Yemen  
Zambia  
Zimbabwe