



AWB | USF

Academics without Borders
Universitaires sans frontières

Supporting Higher Education in the Developing World

**Academics Without Borders/
Universitaires sans frontières**

**Competition for a \$10,000 grant
For a Capacity Development Project**

October 2015

CALL FOR PROPOSALS

AWB-USF is seeking proposals for capacity building projects in institutions of higher education in low or medium development countries¹. A grant of up to \$10,000 will be awarded to one project to be carried out beginning in 2016.

Deadline for proposals: December 15, 2015

Academics Without Borders/ Universitaires sans frontières (AWB - USF)

AWB-USF is a Canadian bilingual NGO, based in Montreal. Its mission is to support capacity development² in tertiary education in developing countries. AWB-USF has representatives in 65 Canadian universities and colleges and has partnerships with several universities and with associations connected to higher education and development. Since 2009, it has done over 60 projects in 14 countries, including, Benin, Bhutan, Indonesia, Ethiopia, Ghana, Liberia, Namibia, Nepal, Nigeria, Rwanda, Uganda, Tanzania, Kenya and Sierra Leone.

AWB-USF carries out its mission by supporting strategic projects in higher education institutions in developing countries and working with talented and committed people there who are initiating and sustaining institutional growth and change. It does this by sending academic volunteers, including active and retired staff, faculty, and administrators from Canada and other countries to support these local initiatives. See the [website](#) for more information.

¹ Eligible countries are those in the UNDP Index under low or medium development. See <http://hdr.undp.org/sites/default/files/hdr14-report-en-1.pdf>

² 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.

If your project is chosen, AWB-USF will ask the volunteer to sign a contract and the partner institution in the developing world to enter into a Memorandum of Understanding with our organization.

2015 Call for Proposals - Overview

Capacity development at tertiary level institutions

AWB-USF will award the grant to a project that develops the capacity of tertiary level institutions to produce graduates that can aid a country develop, for example, in disciplines such as the health sciences, engineering, education, business, and agronomy or that strengthen the administrative skills and infrastructure of a tertiary level institution, for example, through assisting in upgrading its registry office, information technology, finance department, strategic planning, or services for students, including students with disabilities. The winning project can fall within the social sciences or humanities, if it is shown how the project is important for a country's development, regarding for example, such matters as gender, family, youth, governance, or other community or political issues.

Building on Established Relationships

This Call for Proposals is designed to build on established relationships between faculty, staff and administrators and their colleagues in tertiary level institutions in developing countries. The relationship can be informal and need not involve a prior development project. The existing knowledge, networks and trust between the academics and their partners in the developing world provide a context for cooperation that contributes to sustainable change.

Eligibility

- The proposal must align with the vision, mission, and objectives of AWB-USF, which is to support developing countries in building capacity in higher education so that they can educate their own experts and conduct research to assist in their development.
- The Partner institution must be a public or private, non-profit institution of higher education in a medium or low development country.
- The initiative must contribute to sustainable institutional development and have the support of the partner institution which will be responsible for covering the costs of their staff, office expenses, or any activity or publication necessary for the project's success. AWB-USF also asks its partner institutions to provide accommodations for the volunteer(s) and, if possible, a stipend to cover local costs.³

³ If a partner in a low development country cannot provide either accommodation or a local salary, AWB-USF will consider waiving this requirement.

- The proposal can be submitted by one or more working or retired faculty, staff, or administrators from a university.
- The initiative will build on and strengthen a relationship between the volunteer(s) and the counterparts of the volunteer(s) in the partner institution.
- Required academic qualifications and experience for academics, staff and non-academic professionals are outlined on our website: <http://www.awb-usf.org/volunteer/qualifications/>
- The volunteer(s) will spend a minimum of 4 weeks and a maximum of 1 year at the partner institution.
- The project can involve several postings to the partner university in the developing world.
- The assignment cannot be in a locality that involves high personal risk for the volunteer(s).

AWB-USF contribution

AWB-USF will cover the volunteer(s)' expenses (up to \$10,000) for:

- Economy air travel
- Airport transfer
- Medical and travel insurance
- Visa costs
- Necessary vaccinations and medication
- In-transit costs for hotel and meals
- Stipend for living expenses, including accommodation and subsistence (if not provided by the partner institution)
- Other expenses for the volunteer that are directly related to the assignment will be considered.

The grant does not cover the cost of equipment or books

Proposal Guidelines:

Below is an outline of the contents of the proposal. Please see Annex 1 for more information on the first three categories. A template for the budget is found in Annex 2.

- 1) Description of the project indicating the results that it is supposed to achieve and how it is to be evaluated.
- 2) Specification of the deliverables.
- 3) Information about the partner institution
- 4) Relationship of the volunteer(s) with the institutional partner
- 5) Volunteer's skills and experience as they relate to the project
- 6) Budget

- 7) Letter of support from the partner institution signed by an authorized representative
- 8) CVs of volunteer(s)
- 9) CV of counterpart in the developing country institution

If relevant:

- 10) Safety considerations for volunteers if partner institution is in a country with a travel warning http://www.voyage.gc.ca/countries_pays/menu-eng.asp
- 11) A signed letter of commitment by an authorized representative at the partner institution is required if additional third-party funds are needed to carry out the project.

Selection Process:

The proposals will be reviewed by AWB-USF consultants and members of its Advisory Council and two proposals will be short-listed.

The two proposals will be submitted to the AWB-USF Board of Directors who will make the final selection.

The volunteer(s) on the winning project will be asked to provide 2 references (1 personal/1 professional) and an attestation from the volunteers' physicians that they are in good health to participate in the activities abroad. The grant will be awarded on condition that the attestation and letters are favorable.

The winning grant will be announced by January 15, 2016.⁴ All applicants will be informed of the decision.

Submission of proposals:

Please submit proposals by or before December 15, 2015 to Ms. Elizabeth Gagné at lgagne@awb-usf.org with a copy to Ms. Corrie Young at cyoung@awb-usf.org.

For any questions concerning this call for proposals, please contact Ms. Young.

⁴ If there are significant changes in the project, i.e., it no longer corresponds to the original proposal (change of personnel, date, objectives, etc.), AWB-USF reserves the right to cancel the award.

Annex 1 – Additional information for proposal

Sections 1-3 should not exceed 10 pages in total. (single spaced, 12 font)

Section 1: Description of the Project

- Intended contribution of the project to institutional development at the partner university, e.g., a new course within an accredited program, a new centre, upgrading local faculty qualifications
- Objectives/expected short-term results
- Schedule of activities
- The human resources at the partner institution in the developing world dedicated to sustaining the initiative including the person responsible and any additional staff assigned and the involvement of these human resources in the volunteer's assignment, e.g., as trainees, supervisors, etc.⁵
- How the results will be sustained and how they will contribute to the institution's long-term goals
- It is very difficult to bring about change in a short posting. Please indicate what activities you think could follow the project you propose and whether you would be willing to be involved in these follow up activities as a volunteer.
- Identify links between the project and the development of the community, region or country. Is there is a direct connection to specific development goals such as a) The United Nations Millennium Development Goals, b) Aid agencies, for example, DFID, CIDA, USAID, etc development priorities, c) The target country's development plan.

Section 2: Information about the partner institution:

- Background information on institution, e.g., status, governance, faculties, programs, enrolment, graduates.

Section 3: Relationship of volunteer(s) with the partner institution

- Previous experience with the institution and/or counterpart to be involved in the initiative.
- If the relationship was developed through a project supported by another sponsor (e.g. CIDA, IDRC, the World Bank, USAID, etc.), please provide the name of the project and sponsor and the dates and budget of the project. If your proposal has a link to an on-going project or program already supported by the sponsor, please explain why they are not supporting the activity being proposed for the AWB-USF grant.

⁵ If any of the people necessary to sustaining the initiative is presently completing studies abroad, specify when they will return and what formal position they will have at the partner institution.



Annex 2 – Budget

EXPENSE TYPE¹	AWB²	Contributions of partner institution³	Other donor/sources ⁴	Suggested provider
Airfare				Lowest fare without long layovers.
Accommodations				
Cancellation Insurance				Purchase with airline ticket
Health Insurance ⁵				RBC
Visa				
Vaccinations ⁶				http://www.phac-aspc.gc.ca/tmp-pmv/travel/clinic-eng.php
Medication ⁷				
Meals ⁸				
Meals while traveling to and from assignment				
Incidentals ⁹				
Local Transportation				
Taxis to and from airports				
Other (specify)				
Total				

¹ The expenses in your budget are estimates. If you receive the AWB-USF grant, AWB-USF will reimburse up to \$10,000 of your expenses while you are on placement. Please put all expenses in Canadian dollars.

² All expenses, except where receipts are not readily available, require receipts for reimbursements.

³ Enter “in-kind” unless it is a cash contribution to you, such as a local salary.

⁴ Please attach documentation indicating it has been secured.

⁵ AWB-USF requires you to carry adequate health insurance in case of a medical emergency.

⁶ AWB-USF requires that you have the appropriate vaccinations.

⁷ This is to cover anti-malarial and anti-diarrhea drugs, but not personal medication.

⁸ This is for actual expenses for meals while on assignment.

⁹ This is to cover such expenses as telephone, internet, household goods, etc. that are necessary for carrying out the assignment.