**Academics Without Borders/**

**Universitaires sans frontières**

**Call for Project Proposals**

**From AWB Network University Partners**

**For capacity building projects in an Institution of Higher Learning**

**In the Developing World**

February 2017

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

AWB-USF is a bilingual NGO, based in Montreal. Its mission is to support capacity development[[1]](#footnote-1) in tertiary education in developing countries so that these countries can educate their own experts and professionals that are necessary for their development. AWB-USF carries out its mission by supporting projects in institutions of higher education 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. AWB-USF projects focus on a number of areas, including, health, teaching and learning methodology, various academic disciplines, student services, and back office operations. That is, on any area in which universities are involved.

**Call For Project Proposals**

AWB-USF is seeking project proposals from faculty members and staff at universities in the AWB-USF Network for capacity building projects in institutions of higher education in developing countries. AWB-USF’s Network is a consortium of universities, which helps each member institution to connect with institutions of higher education in some of the least developed countries in the world. There are currently 18 Canadian Universities in the AWB-USF Network. Qualifying project proposals will become AWB-USF projects, funding permitting.

The process is in two steps.

The first step involves the submission of proposals by working or retired faculty, staff, or administrators from an AWB network university with a letter of support from the partner institution. If the proposal meets the eligibility requirements and AWB-USF has the funds to support the project, the proposal will receive first step approval.

The second step involves AWB-USF contacting the partner university and requesting it to provide AWB with a more fully developed project proposal.

If the project proposal submitted by the partner university accords with the proposal submitted in step one and the volunteer(s) is qualified to be an AWB-USF volunteer(s), then barring any unforeseen circumstances, the project will be approved.

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

**Deadlines and Decisions**

First Step Deadline: **Friday, March 17, 2017**

First Step Decision: 15 days after first step deadline

Second Step Deadline: 45 days after notification of first step approval

Second Step Decision: 15 days after second step deadline (receipt of project proposal)

**Call for Project Proposals - Overview**

Capacity development at tertiary level institutions

It is an AWB-USF operating principle that institutions of higher education or the ministry of higher education decides the areas in which assistance is needed. The institutions that we work with are the owners of the projects and take the lead in project design and implementation. AWB-USF assists our partners in fulfilling their defined needs and established goals.

Building on Established Relationships

This Call for Project Proposals is designed to build on established relationships between faculty, staff and administrators and their colleagues in tertiary 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.

**First Step Deadline for project proposals: Friday, March 17, 2017**

First Step Requirements

*Partner University Eligibility*

* The partner institution must be an accredited,[[2]](#footnote-2) public or private, non-profit institution of higher education in a country in Annex I that is willing to enter into a partnership with AWB-USF.
* The partner institution must be the initiator of the project and must take the lead.
* 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, and any activity or publication necessary for the project’s success.
* The partner institution is expected 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).[[3]](#footnote-3)
* The partner institution must not be in a country or a region of a country for which there is a travel warning from Global Affairs Canada, the U.S. State Department, or the British Ministry of Foreign Affairs.

*Project Eligibility*

* The project must align with the vision, mission, and objectives of AWB-USF, which are available on AWB’s [website](http://www.awb-usf.org).
* 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 volunteer(s) and the counterparts of the volunteer(s) in the partner institution.
* 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*

* 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) must be willing to spend the time at the partner institution required to realize the goals of the project.

Second Step Requirements

An AWB project proposal form, which AWB will send to the partner institution in the developing world, must be filled out by the institution and signed by a high level administrator. The project proposal specifies the details of the project, which the partner institution wishes to do in partnership with AWB and the contributions in-kind and financial that the institution will make to the cost of the project.

**What to Include in the First Step Submission**

* The name, location, the date of founding, and the type (public, private) of the institution.
* The institutional level at which the project is to be carried out. (Department, School, Faculty, Institution wide)
* A description of the project including the needs that the project is to fulfill at the institution.
* What has been done previously on this project or with this institution.
* The goals of the project.
* The proposed work plan for the posting(s) including number of days on site, activities to take place and intended beneficiaries. If there is more than one volunteer being proposed, the explicit contribution of each volunteer must be clearly stipulated in the work plan. Proposals with postings of less than two weeks will not be considered except under special circumstances.
* Detailed budget. (Budget form in Annex II)
* CVs of the volunteer(s), and the name and contact details for two references, if the volunteer(s) has been identified by the institution.
* A letter of support from the partner institution indicating it initiated the project and their willingness to enter into a partnership with AWB-USF to undertake the project.

**AWB’s Contribution**

If not provided by the partner institution or any other funding source, AWB-USF will cover the volunteer(s)’ expenses 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
* Other expenses for the volunteer that are directly related to the assignment will be considered.

AWB-USF does not cover the cost of equipment or books and does not provide a salary or honorarium.

**Selection Process:**

The proposals will be reviewed by AWB-USF, which will approve of the project, if it meets the eligibility conditions and AWB-USF has the funds to cover the costs of the project.

**Submission of proposals:**

Please submit project proposals by or before **Friday, March 17, 2017** to Corrie Young at cyoung@awb-usf.org with a copy to Julia Saurazas at jsaurazas@awb-usf.org

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

**Annex I**

**Eligibility Guidelines**

In selecting projects and institutions, AWB is guided by the United Nations Development Program’s 2015 Human Development Report and in that report, the Multidimensional Poverty and Human Development Indices. AWB normally gives priority to projects in the least developed countries defined by these indices, noted below. However, AWB recognizes that there are regional disparities in educational offerings in some of these countries and therefore will consider projects with institutions in regions where there are substantial barriers to institutional advancement and regional development.

* Afghanistan
* Albania
* Angola
* Argentina
* Armenia
* Azerbaijan
* Bangladesh
* Barbados
* Belarus
* Belize
* Benin
* Bhutan
* Bolivia
* Bosnia and Herzegovina
* Botswana
* Brazil
* Burkina Faso
* Burundi
* Cape Verde
* Cambodia
* Cameroon
* Central African Republic
* Chad
* China
* Colombia
* Comoros
* Congo
* Congo (Democratic Republic of the)
* Côte d'Ivoire
* Djibouti
* Dominican Republic
* Ecuador
* Egypt
* El Salvador
* Equatorial Guinea
* Eritrea
* Ethiopia
* Gabon
* Gambia
* Georgia
* Ghana
* Grenada
* Guatemala
* Guinea
* Guinea-Bissau
* Guyana
* Haiti
* Honduras
* India
* Indonesia
* Iraq
* Jamaica
* Jordan
* Kazakhstan
* Kenya
* Kiribati
* Kyrgyzstan
* Laos
* Lesotho
* Liberia
* Libya
* Macedonia
* Madagascar
* Malawi
* Maldives
* Mali
* Mauritania
* Mexico
* Micronesia
* Moldova
* Mongolia
* Montenegro
* Morocco
* Mozambique
* Myanmar
* Namibia
* Nepal
* Nicaragua
* Niger
* Nigeria
* Pakistan
* Palestine, State of
* Papua New Guinea
* Paraguay
* Peru
* Philippines
* Rwanda
* Saint Lucia
* Sao Tome and Principe
* Senegal
* Serbia
* Sierra Leone
* Solomon Islands
* Somalia
* South Africa
* South Sudan
* Sudan
* Suriname
* Swaziland
* Syrian Arab Republic
* Tajikistan
* Tanzania
* Timor-Leste
* Togo
* Trinidad and Tobago
* Tunisia
* Turkmenistan
* Uganda
* Ukraine.
* Uzbekistan
* Vanuatu
* Viet Nam
* Yemen
* Zambia
* Zimbabwe

**Annex II-Budget for Network Project Proposals-Stage 1**

**Applicant Home Institution:**

**Proposed Developing Country Partner institution:**

**The proposed budget should be as complete and as cost effective as possible. In kind contributions should be explained in the justifications section of the budget.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  Expense | AWB-USF | Partner Institution | Justifications | Suggestions |
| Airfare |  |  |  | Estimate of economy fare with the fewest stopovers possible. AWB-USF will purchase air travel tickets directly through the AWB-USF travel agent for all volunteers except in cases where the flight is provided by the proposed partner institution.  |
| Taxis in country of residence |  |  |  | Transportation from/to the volunteer’s home to/from their local airport.  |
| Meals while traveling |  |  |  | When a stopover is longer than four hours. |
| Lodging while traveling |  |  |  | When a stopover is longer than six hours. |
| Visa |  |  |  | All costs associated with obtaining the visas should be included. For example, if the assignment country’s entry visa must be obtained prior to departure, the estimated costs should include all costs related to obtaining the visa prior to departure (police clearance, photographs, courier fees, etc.) must be included.  |
| Travel Insurance |  |  |  | Estimate should be provided. Will be purchased with air travel ticket. |
| Health Insurance |  |  |  | If the volunteer’s regular health insurance coverage is not sufficient for the proposed duration of the working visit to the partner institution, supplemental medical insurance will be purchased with the air travel ticket.  |
| Vaccinations  |  |  |  | Applicants should visit the below site to source the information on all vaccinations recommended for the assignment country. <https://travel.gc.ca/travelling/health-safety/vaccines?_ga=1.218298972.49757216.1479228760>  |
| Medication |  |  |  | AWB-USF will cover anti-malarial (Malarone) and anti-diarrhea (Ciprofloxacin)drugs, but not personal medications.  |
| Living expenses in assignment country  |  |  |  | If funds are being requested from AWB-USF, the per diem amount should reflect the actual cost of living in the assignment country.  |
| Housing in assignment country |  |  |  | If not provided by the proposed partner institution, a description of the type of housing being proposed for the volunteer(s) should be elaborated in the justifications section of the budget.  |
| Local transportation  |  |  |  | If not provided by the proposed partner institution, travel to/from residence to proposed partner institution/work site.  |
| Taxis in assignment country |  |  |  | If not provided by the proposed partner institution, travel from/to international airport in assignment country to/from residence.  |
| Incidentals (telephone, etc.) |  |  |  | If funds are being requested from AWB-USF, the intended use of the funds should be detailed in the justifications section of the budget.  |
| Other (photocopying, etc.)  |  |  |  | If funds are being requested from AWB-USF, the intended use of the funds should be detailed in the justifications section of the budget. |
| Total |  |  |  |  |

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. [↑](#footnote-ref-1)
2. The University must be accredited by a national accrediting agency. [↑](#footnote-ref-2)
3. If a partner in a low development country cannot provide either accommodation or a local salary, AWB-USF will consider waiving this requirement. [↑](#footnote-ref-3)