



AWB | USF

Academics without Borders
Universitaires sans frontières

Supporting Higher Education in the Developing World

Dear Colleague,

You are receiving this Call for Project Proposals from Academics Without Borders/Universitaires sans frontières (AWB-USF) as a current or retired faculty member, administrator, or member of the staff of a university that belongs to AWB-USF's Network of universities. The Network enables member universities to connect with institutions of higher education in some of the least developed countries in the world. It provides its members with a range of benefits, one of which is to provide people like you the possibility of participating in AWB-USF's activities including by proposing a project as described below.

Please note that AWB-USF is not a funding agency, but a not-for-profit organization that mounts projects in partnership with universities in the developing world. A fundamental operating principle of AWB-USF is that areas in which assistance is needed must be identified by universities or the ministry of higher education in the developing world. These institutions are the owners of the projects and take the lead in project design and implementation. They also contribute to covering project costs. AWB-USF assists our partners in fulfilling their defined needs and established goals. After AWB-USF's volunteers have completed their assignments, it is the universities, themselves, which sustain the projects' activities.

If the proposal you submit is accepted, it becomes an AWB-USF project in partnership with the developing world institution. The relationship then is between AWB-USF and the partner institution, not between your university and the partner institution. In submitting a proposal, you are introducing the university in the developing world, with which you are in contact, to AWB.

If the project in your proposal becomes an AWB-USF project and you become the volunteer for it, you become an AWB-USF volunteer. You then would join our team to help us assist some of the least developed countries in the world improve their universities, thereby, helping them improve the lives of their citizens.

AWB has limited resources and might not be able to accept all the proposals submitted by academics at member universities and which meet AWB's project criteria. However, we will make our best effort to support as many projects as we can.

We look forward to your submission.

If you have any questions, do not hesitate to contact us.

Warm regards,

Corrie Young

Associate Executive Director

(cyoung@awb-usf.org)

and

Dominique Van de Maele

Network Manager

(dvandemaele@awb-usf.org)

Call for Project Proposals

From AWB Network University Partners For capacity building projects in an Institution of Higher Learning In the Developing World

October 2017

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

AWB-USF is a bilingual NGO, 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-USF 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 yourself 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, 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 relationship can be informal and need not involve a prior development project. The existing knowledge, networks and trust between you and the people with whom you have worked or with whom you are in contact in the developing world provide a context for cooperation that 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-USF contacting the partner university and requesting it to provide AWB-USF 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-USF eligibility criteria and the volunteer(s) specified in the proposal is(are) qualified to be an AWB-USF volunteer(s) or AWB-USF 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-USF project, AWB-USF will then manage the project in accordance with AWB-USF policies and procedures.

First Step Requirements

Partner University Eligibility Criteria

- The partner institution must be an accredited,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 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).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 Criteria

- The project must align with the vision, mission, and objectives of AWB-USF, which are available on AWB-USF's [website](#).
- The first stage proposal must be submitted by one or more working or retired faculty, staff, or administrators from an AWB-USF 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.

² The University must be accredited by a national accrediting agency.

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

- 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: <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. The minimum posting is three weeks⁴, but most projects require longer time on-site and some require the volunteer to be willing to return to the partner institutions for several postings.
- The Volunteer(s) must be willing be contractually engaged as AWB volunteers and to follow all AWB policies and procedures.

Second Step Requirements

An AWB-USF project proposal form, which AWB-USF 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-USF, and the in-kind and financial contributions that the institution will make to the cost of the project.

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:** A description of the capacity building project including a description of the needs that the project is to fulfill at the partner institution.

⁴ AWB would consider a proposal that involves a posting for less than three weeks if a case can be made for it.

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
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-USF 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 volunteer(s) CV(s) and should be submitted in Microsoft Word format.

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

Deadlines and Decisions

First Step Deadline: Sunday, November 26, 2017.

First Step Decision: Monday, December 11, 2017

Second Step Deadline: Monday, February 12, 2018

Second Step Decision: Monday, February 26, 2018

AWB's Role

If a project is accepted as an AWB-USF project, AWB-USF will then manage it in accordance with its policies and procedures. If not provided by the partner institution or any other source, AWB-USF will cover the volunteer(s)' expenses 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-USF 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 or before November 26, 2017 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



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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

Afghanistan	Guinea
Angola	Guinea-Bissau
Bangladesh	Guyana
Benin	Haiti
Bhutan	Honduras
Bolivia (Plurinational State of)	India
Botswana	Indonesia
Burkina Faso	Iraq
Burundi	Kenya
Cabo Verde	Kiribati
Cambodia	Kyrgyzstan
Cameroon	Lao People's Democratic Republic
Central African Republic	Lesotho
Chad	Liberia
Comoros	Madagascar
Congo	Malawi
Congo (Democratic Republic of the)	Mali
Côte d'Ivoire	Mauritania
Djibouti	Micronesia (Federated States of)
Egypt	Moldova (Republic of)
El Salvador	Morocco
Equatorial Guinea	Mozambique
Eritrea	Myanmar
Ethiopia	Namibia
Gabon	Nepal
Gambia	Nicaragua
Ghana	Niger
Guatemala	Nigeria

Pakistan
Palestine, State of
Papua New Guinea
Paraguay
Philippines
Rwanda
Sao Tome and Principe
Senegal
Sierra Leone
Solomon Islands
South Africa
South Sudan
Sudan

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

Multidimensional Poverty index

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

Libya
Maldives
Mexico
Mongolia
Montenegro
Peru
Saint Lucia
Serbia
Somalia
Suriname
Thailand
The former Yugoslav Republic of
Macedonia
Trinidad and Tobago
Tunisia
Ukraine
Uzbekistan