

*Format for the project proposals*

*Call South Initiatives 2020*

*The format below is to be followed strictly when drafting a project proposal for a South Initiative.*

*Project proposals with chapters exceeding the indicated maximum* ***pages*** *will not be accepted. Proposals need to be written using the* ***‘Arial’ font, font size 9****. Other fonts or font sizes will not be accepted. Proposals need to be sent in Word, not in PDF.*

*The text in Italic gives additional explanations on the format and needs to be erased before submitting the proposal.*

# GENERAL INFORMATION

|  |  |
| --- | --- |
| Project information | |
| Country and region (within the country) of the project | |
|  | |
| Project title | |
|  | |
| Project Summary (Max. 10 lines) | |
|  | |
| Project duration *(max. 2 years)* | |
|  | |
| DAC sector code & policy markers | |
| To be completed in the database upon submission | |
| Expected date of project start | |
| 1 January 2020 | |
| Applying local institution *(lead partner)* | |
| Local promoter  *(Name, address, phone, e-mail address, function)* |  |
| Name institution, faculty, department and unit |  |
| Name(s) of the authority of the local institute (Rector, Vice-Rector) |  |
| Status of the institute (private or public) |  |
| Involvement of other local Higher Education Institutions (HEI) *(support partner)* | |
| Local co-promoter  *(Name, address, phone, e-mail address, function)* |  |
| Name, institution, faculty, department and unit |  |
| Status of the institute (private or public) |  |
| Applying Flemish university / university college | |
| Flemish promoter  *(Name, address, phone, e-mail address, function)* |  |
| Name institution, faculty, department and unit |  |
| Flemish co-promoter at same institution (if applicable)  *(Name, e-mail address, function)* |  |
| Person who is responsible for the implementation of the project (if different from (co-)promoter; if applicable)  *(Name, e-mail address, function)* |  |
| Financial/administrative project officer (if applicable)  *(Name, e-mail address, function)* |  |
| Involvement of other Flemish universities/university colleges *(if applicable)* | |
| Co-promoter  *(Name, e-mail address, function)* |  |
| Name institution, faculty and department |  |
| Total budget requested from VLIR-UOS *(in € for the full duration of the project) (max. € 70.000 for a South Initiative)* | |
| Total budget: |  |
| Signature of the local promoter | |
|  | |
| Signature of the Flemish promoter | |
|  | |

# DETAILED INFORMATION

## Context

*Maximum 3 pages. Please see Formulation guidelines page 3 to 5 for more information on how to develop this chapter*

|  |
| --- |
| **Project context** |
| Analysis of the development problem that the project wants to tackle and its sectoral context. |
|  |
| Analysis of the capacity constraints and needs of the local institution. What would be the added value of the project for the local institution? |
|  |

|  |
| --- |
| **Project background** |
| Partnership/ownership: How did the project idea emerge? How was the project developed & by who? What steps were undertaken? |
|  |
| In case your proposal is a resubmission, please clearly indicate how the comments of the Selection Commission have been tackled and what has been improved. |
|  |
| Please list previous experiences, projects, programmes between the project partners. *Please indicate whether this project proposal is a continuation of an existing intervention, actions already undertaken, or a project in finalisation phase. Describe that project or programme, its achievements and its lessons learned. What will be the added value of the project to any previous projects/programmes?* |
|  |
| In case this proposal is with a former IUC ([Institutional University Cooperation programme](https://www.vliruos.be/en/project_funding/intervention_types_in_partner_countries/institutional_university_cooperation_(iuc)/86)) partner: why a new project? *Explain the link with that project/programme and how the proposed project creates added value. Will the project work with departments involved in the previous IUC? Why is there still no sufficient sustainability (an IUC is expected to create sustainable, self-reinforcing capacities)?* |
|  |

## Project strategy

*Maximum 6 pages.*

### Description of the project strategy

*Provide the project strategy. This strategy, Theory of Change, needs to be clearly linked with the problem analysis. The strategy should contain a description of the* ***change******process*** *envisaged. What is the impact the project wants to contribute to (why is this project important and for who?)? What changes (outcomes) does the project want to achieve by the end of the project (changes in performance, behavior, attitude of direct beneficiaries etc.) in order to contribute to that impact? What outputs need to be delivered in order to achieve these outcomes? The links between the different result levels – the Theory of Change - need to be explicit (Please do not simply copy-paste information from the logical framework. Instead, write down your vision on the project and the* ***change******process*** *envisaged.*

*Please see Formulation guidelines page 6 to 12 for more information on how to develop this chapter*

|  |
| --- |
| Description of the project logic (Theory of Change) |
|  |
| Please elaborate the proposed methodology/ies (research, education, extension: dissemination of results/services to society,…). |
|  |
| Describe the developmental relevance of the project. Links with the partner institutions involved in this project: embeddedness in the region? link with the development problem? |
|  |

### Stakeholder analysis

*Please see Formulation guidelines page 5 for more information on how to develop this chapter*

|  |  |  |
| --- | --- | --- |
| Stakeholder analysis: Describe and analyse the **key** stakeholders that will be involved in, or will benefit from the project. These include both internal (inside HEI, but external to project team) and external (outside HEI) stakeholders, and direct and indirect beneficiaries. Differentiate by sex when relevant. Please do not list the project team, the department involved or specific individuals | | |
| **Stakeholder** | **Interest & influence** | **How will the stakeholder be involved in the project (stakeholder engagement strategy)** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

### Transversal themes of the Belgian Development Cooperation

*Please see Formulation guidelines (throughout guidelines + annex 1) for more information on how to develop this chapter*

|  |
| --- |
| **Gender:** *Explain how the project will integrate gender in its strategy in terms of capacity strengthening, strengthening education or research or extension.* |
|  |
| **Environment:**  *Explain the influence of the project on the environment and explain how the project will integrate environment in its strategy.* |
|  |
| **Digitalisation for development (D4D):**  *Explain how Information Technologies and Services (ICT, library, e-learning…) are integrated in the project to achieve project results* |
|  |
| **Private sector development:**  *Explain how private sector approaches are integrated in the project to achieve project results* |
|  |

### Link with the VLIR-UOS country strategy and other initiatives (complementarity/synergy)

|  |
| --- |
| **VLIR-UOS country strategy:** Description of the link with the guidelines and themes developed in the VLIR-UOS country strategy (see background documents 7-19). *If a partner institution is chosen that is not on the list of potential partners: motivate why a collaboration with another institute is found relevant, how the proposal is aligned with the country strategy and why you are presenting a proposal with this specific partner institution.* |
|  |
| **Synergy and/or complementarity with Belgian development actors:** Description of complementarity or synergy with the actions of other **Belgian organisations** funded by the Belgian development cooperation. *Please only provide information in case there is effective complementarity or synergy: simply working in the same sector doesn’t imply complementarity or synergy (for more information see background documents 7-19).* |
|  |
| **Synergy and/or complementarity with other actors:** Description of the complementarity and/or synergy with initiatives taken in the same domain by other organisations (local, regional, etc.). |
|  |
| **Synergy and/or complementarity with other VLIR-UOS activities:** Description of the complementarity and/or synergy with other VLIR-UOS funded activities (TEAM projects, Global Minds, ICP’s, etc.) . |
|  |

### Sustainability

|  |
| --- |
| Describe the **challenges** for the **sustainability** of the project results after VLIR-UOS funding in terms of capacity retention, continuation of improved research/education/extension activities, dissemination of results, gender balance, etc. |
|  |
| Reflections on possible **strategies** to tackle the challenges related to the sustainability of the project results after VLIR-UOS funding. |
|  |

## Project management & project partners

Max. 3 pages

|  |  |
| --- | --- |
| **Project management:** *Describe how responsibilities and tasks are organized, both in the North and in the South, in terms of follow-up and monitoring of activities (e.g. team meetings), coordination, financial management, communication, etc.* | |
|  | |
| **Presentation of the project partners** | |
| Local project team members *(Involved staff next to the ones mentioned in ‘General Information’)* | Experience and contribution (know-how, expertise, etc.) to the project |
|  |  |
|  |  |
|  |  |
|  |  |
| Flemish project team members *(Involved staff next to the ones mentioned in ‘General Information’)* | Experience and contribution (know-how, expertise, etc.) to the project |
|  |  |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| Other partners *(if applicable; please repeat this table in case there are multiple partners involved)* | |
| Name and function of the partner |  |
| Capacities and strategic interest (as they relate to the project) |  |
| Expected contribution + Major (project related) activities |  |

## Annexes to be added

|  |  |
| --- | --- |
| Annex 1: Project proposal | The current document |
| Annex 2: LF – OP - RM | Logframe, operational plan and risk management  *Please see Formulation guidelines page 13-29 for more information on how to develop this annex* |
| Annex 3: Budget proposal | Detailed budget to be added. This document provides the correct format. Please follow the predetermined formulas on the different excel sheets. |
| Curricula vitae | Brief CV (max. 2 pages) of the Flemish and local (co-)promoters |
| Confirmation of local co-promotership | Written confirmation of co-promotership by the local co-promoter(s) (if applicable) (free format: document/email) |
| List of scientific documents | List of topic related scientific documents available (max. 3 pages) (optional) |