

*Format for an IUC programme application – Concept note South*

*Call Institutional University Cooperation (IUC) 2022*

*The format below is to be followed strictly when drafting a concept note proposal for an IUC. For more information on how to develop a concept note and approach this format, please consult ‘Background document 1 – Formulation guidelines’.*

*Concept Note proposals exceeding the indicated maximum number of 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.*

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

# GENERAL INFORMATION

*Max. 1,5 pages*

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| Programme data | |
| Country and region of the programme | |
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| Programme title (linked to strategic/thematic focus area) | |
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| Programme Summary (Focus of proposed strategic area(s) and institutional strengthening activity) | |
| *Max. 10 lines* | |
| Applying local university (institution and proposed local coordinator) | |
| Full name of the institution (+ abbreviation) |  |
| Address |  |
| Website |  |
| Name of proposed local coordinator (details in annex 3) |  |
| Name of the authority of the local university (Rector, Vice-Chancellor, President,...) |  |
| Statute of the institute (private or public) |  |
| Signature of the authority of the local university (Rector, Vice-Chancellor, President,...) | |
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| Signature of the proposed local coordinator | |
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# PROGRAMME DESCRIPTION

## Strategy of the institution

*Max. 1 page*

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| Briefly describe the overall institutional strategy.Highlight the institution’s vision on its role as university and as a driver of change in society. Refer to other relevant internal policy documents, if relevant. |
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| Elaborate on the capacity of the university to network with external actors: Governments, private sector, communities, civil society organisations, external funders, etc. |
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## Context analysis

*Max. 3 pages*

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| Provide a local context analysis, highlighting key development problems, their context, importance and underlying causes. Take into account the transversal themes gender and environment in this analysis. |
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| Provide an institutional context analysis, highlighting strengths and capacity constraints / needs of the institution. Take into account the transversal themes gender and environment in this analysis. Describe the position of your university in the national higher education landscape. |
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## Proposed programme strategy

*Max. 5 pages*

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| **Long term desired change(s):** Explain how the proposed IUC programme will contribute to the strategy of the institution. How does this fit with the objectives of institutional university cooperation? What are the ambition(s)/dream(s) of the proposed IUC programme? |
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| **Domains of change:** What are the key challenges (cf. context/institutional analysis and strategy) the programme wants to tackle (can be both internal and external to the institution)? How to translate them into desired changes (i.e. “domains of change”)? How does this contribute to the long term objective(s)? |
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| **Programme strategy:** Describe how the programme will approach these different challenges or ‘domains of change’. What will be the key strategies of the programme? What will be the priorities of the programme in terms of capacity development? What are the key institutional strengthening domains to be addressed? Are there specific links with the transversal themes gender and environment foreseen? |
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| How will the university ensure an appropriate institutional embeddedness of the programme? |
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| Explain how the proposed programme links to national/regional policies, strategies and/or priorities, and the VLIR-UOS country strategy (priorities and themes developed in the VLIR-UOS country strategy).  For some countries, the VLIR-UOS country strategy includes a list of potential partners. In case your university *is not on this list* , please motivate why an IUC programme with your university should be considered. |
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## Stakeholder analysis

*Max. 1,5 pages*

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| In order for a programme to have impact, a thorough understanding of the key stakeholders is essential. Describe and analyse these **key** stakeholders These may include both internal and external (outside HEI) stakeholders, as well as direct and indirect beneficiaries. | | |
| **Stakeholder** | **Analysis** | **Engagement strategy** |
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## Assumptions, preconditions & sustainability

*Max. 1 page*

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| Describe in detail the preconditions and external factors that can influence the realisation of the objectives of the programme (feasibility). |
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| Describe the opportunities and challenges for the sustainability of benefits (capacity retention, continuation of research activities, outreach services, policy development, etc) after VLIR-UOS funding. This may include reflections on possible strategies to retain trained staff members, sustaining the enhanced research culture, continue the research activities, strengthen networking, making external international cooperation possible, etc). |
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## Background of the proposal

(max. 1 page)

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| Please explain how this concept note was developed (process, who was involved?). |
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| Please explain earlier or current links with Flemish Higher Education Institutions (if any):   * earlier collaborations with Flemish Higher Education Institutes (HEIs) * specific links with Flemish HEIs and/or individuals? * their role in the development of this concept note? * how do you see their involvement in the proposed programme? |
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| In case your university has applied for IUC funding earlier, please summarize the main reasons for non-selection by VLIR-UOS at that time, and what measures you have taken to remedy since then. |
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DOCUMENTS TO BE SUBMITTED

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| Annex 1: Format for a Concept Note South | *Main narrative document. This format is to be followed when drafting the proposal and to be submitted (with the signature of the rector enclosed).* |
| Annex 2: Institutional Fact Sheet | *The format is included and to be followed, except if indications are included that own data formats can be added* |
| Annex 3: Format for the application of a local coordinator (including a CV) | *The format is included and should in principle be followed. The CV of the proposed local coordinator is to be included in free format (relevant info for this mandate), however, with a maximum of 2 pages)* |
| Annex 4: Mission statement and latest strategic plan | *Free format* |
| Annex 5: Confirmation letter by the local rector | *Free format, The project proposal has to contain a confirmation letter (e.g. e-mail) of the rector of the university proposing itself for an IUC cooperation and supporting the proposed local coordinator* |