CALL FOR PROJECT PROPOSALS – FIRST STAGE SUBMISSIONS
For capacity building projects in an institution of higher learning in the developing world

October 2019

ACADEMICS WITHOUT BORDERS

AWB is a nonprofit organization whose mission is to support capacity development in higher education in developing countries so that these countries can educate the experts and professionals that are necessary for their development. It does this by sending volunteers from Canada and other countries to support local initiatives. AWB 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 institutions of higher education are involved.

An AWB project is a collaboration between AWB and the partner institution in the developing world that involves AWB volunteers. This collaboration begins with this proposal and continues to the conclusion and evaluation of the project. AWB is engaged with the partner institution and volunteer in all stages of the project design, selection, implementation and evaluation.

CALL FOR PROJECT PROPOSALS - OVERVIEW

All expenses directly related to the AWB project are covered by AWB or the partner institution in the developing world, including economy air travel, airport transfers, medical and travel insurance, visa, necessary vaccinations and medications, in-transit costs for hotels and meals, and stipend for living expenses.

AWB does not cover the cost of equipment or books and does not provide a salary or honorarium for its volunteers.

Building on Established Relationships
This call for project proposals is designed to build on established relationships between you and your colleagues at an institution of higher education in a developing country. The existing knowledge, networks, and trust between you and the people with whom you have worked contributes to sustainable change.
Application Process

The process is in two stages.
1. Submission of a first stage application introducing a capacity-building project proposal in an institution of higher learning in a low-income country.
2. If the proposal meets the eligibility requirements, it moves to a second stage in which AWB contacts the partner institution and invites a more fully developed project proposal.

Project proposals will be evaluated on the basis of their potential to build and sustain capacity growth and quality enhancement. Consideration may in rare cases also be given to the number of proposals originating from each Network institution.

THE FIRST STAGE SUBMISSION

Partner Institution Eligibility Criteria
• AWB supports projects and institutions in the world’s poorest countries - those identified as low or medium in the United Nations Development Program’s 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 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.
• The partner institution in the developing world must be a public or private nonprofit institution of higher education accredited by a national agency that is willing to enter into a partnership with AWB.
• The project must be a priority for the partner institution in the developing world and the institution must be willing to be an active collaborator on the project.
• The initiative must contribute to sustainable institutional development.
• The partner institutions in the developing world must cover the costs of their staff, laboratory and/or classroom space and equipment, office expenses, and publication necessary for the project’s success.
• The partner institution in the developing world is expected to provide accommodations, local transportation, and, if possible, a stipend to cover local costs for the volunteer(s). AWB will consider waiving this requirement only in exceptional cases where the inability to cover these costs is clear.
• IMPORTANT NOTE: Applications will not be considered in a country or a region of a country for which the Government of Canada has issued a travel advisory urging “Avoid all travel” or “Avoid non-essential travel” – see https://travel.gc.ca/travelling/advisories.

Project Eligibility Criteria
• The project must align with the vision, mission, and objectives of AWB.
• The first stage proposal must be submitted by one or more working or retired faculty, staff, or administrators from an AWB Network university or college.
• The initiative will build on and strengthen a relationship between the person submitting the proposal and their counterparts in the partner institution in the developing world.
• Central to the project must be capacity building at the partner institution in the developing world and there must be a clear indication of how the project’s activities and outcomes will be sustained and evaluated.
• The proposal may include a component for involvement of students from the applicant’s institution. However, all student involvement must be self-funded, add value to the project, and will require the explicit agreement of the partner institution 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.
• The volunteer(s) must be willing to spend the time at the partner institution in the developing world to realize the goals of the project. The minimum posting is three weeks except under exceptional circumstances, but most projects require longer time onsite and some require the volunteer to be willing to return to the partner institutions for several postings.
• The volunteer(s) must be willing to be contractually engaged as an AWB volunteer and to follow all AWB policies and procedures.

What to Include in this First Stage Submission
( Please use the following headings (1-12) in your submission)
1. **Title:** Title of the project
2. **Contact information for Submission:** Your name, position, institution, email, phone number.
3. **The Institution:** The name, location, the date of founding, and the type (public, private) of institution and the institutional level at which the project is to be carried out (department, school, faculty, institution-wide).
4. **Contact Information of Partner Institution:** Name, position, telephone number and email of the project leader at the partner institution in the developing world.
5. **Brief Project Description:** A description of the capacity building project including the needs that it will fulfill at the partner institution in the developing world.
6. **Role of the Volunteer(s):** A description of the specific role(s) the volunteer(s) will play in the project, including a brief outline of the activities that will comprise the project plan.
7. **Project Goals:** The goals of the project, including the immediate outcomes and the longer-range impact.
8. **Project Sustainability:** An indication of how the activities and outcomes will be sustained beyond the life of the project.
9. **Evaluation:** An indication of how the project’s success might be evaluated.
10. **Previous Activity:** A description of what, if anything, has been done previously on this project or with the partner institution in the developing world.

11. **Country not included in HDI list:** If the proposal involves an institution in a country that is *not* listed among those identified in the low or medium categories of the [Human Development Index](https://hdr.undp.org/en/data) but is included in these same categories in the [Multidimensional Poverty Index](https://mips.worldbank.org/mips/home), 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.

12. **The name, affiliation and contact information of the proposed volunteer(s) and the names and contact information for two referees for each volunteer.** A proposal can be submitted without specifying a volunteer.

13. **CV(s) of proposed volunteer(s).** CVs should be submitted as separate files.

14. **A letter of support** from the partner institution in the developing world indicating that the project originates with them and that they are willing to enter into a partnership with AWB to undertake the work. The letter should also indicate the contribution of the partner institution to the costs 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.

15. The proposal should be **no longer than three pages**, not including the letter of support and the CV(s) of the volunteer(s) and must be submitted in Microsoft Word format.

If this first stage proposal is approved, in the second stage of the process, AWB will send the partner institution in the developing world an AWB project proposal form, which must be completed by the institution and signed by a senior administrator.

**DEADLINES AND DECISIONS**

- First Step Deadline: Friday, November 8, 2019
- First Step Decision: Friday, November 22, 2019
- Second Step Deadline: Friday, January 10, 2020

**SUBMISSION OF PROPOSALS**

Please submit project proposals by Friday, November 8, 2019 to Corrie Young at cyoung@awb-usf.org. Note that AWB will provide a copy of your proposal to the AWB Network contact person at your institution for their information.

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