

CALL FOR PROJECT PROPOSALS – FIRST STAGE SUBMISSIONS

For capacity building projects in an institution of higher learning in the developing world

February 2021

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 expert volunteers from Canada and other countries to support local initiatives. AWB projects focus on a number of areas, including but not limited to 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.

DEFINITIONS

Partner institution	The institution of higher education in the low or middle-income country at which the project is located
Network member	Institutions that are members of the AWB Network of Canadian colleges and universities, including their faculty and staff

THE PROJECTS

An AWB project is a collaboration between AWB and the partner institution in the developing country. The collaboration begins with the proposal and continues to the conclusion, report, and evaluation of the project.

Projects involve volunteers who come mainly from institutions of higher education in Canada, including from our Network member universities and colleges.

Projects are submitted to us either directly from an institution in a low or middle-income country or, in the case of our bi-annual Call for Project Proposals, by a member of our Network of Canadian universities and colleges.

In either case, AWB engages in all stages of the project design, volunteer selection and orientation, implementation, and evaluation.

A SPECIAL CALL FOR PROJECT PROPOSALS DURING THE PANDEMIC

This call for project proposals is limited to the member institutions of the AWB Network of Canadian universities and colleges. It is important to note that while the project is proposed by faculty or staff at a Network member institution, accepted projects become “AWB projects” and AWB is involved in all stages of development and implementation.

Given the uncertainties regarding international travel during the course of the pandemic, in this call for project proposals, we will prioritize submissions that can be implemented in whole or in part online.

Such projects might involve, for example, the use of courses and workshops to build capacity using Zoom or other platforms, curriculum development through emails, exchange of documentation, and Zoom meetings, etc.

We also recognize that many universities in low and middle-income countries are struggling to offer their own courses online, and we would welcome projects that would provide timely support possible to these universities in this area.

Despite this focus on projects that can be executed online, we will also consider projects requiring on-site activity when international travel is again possible. Even for such proposals, consideration should be given to maximizing work that can be done remotely in preparation for on-site working visits.

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.

Coverage of Expenses

Expenses directly related to the AWB project are covered by AWB or the partner institution in the developing world, including, online platform costs (to facilitate remote connections), 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.

Volunteers

As noted, projects are carried out by AWB volunteers working with their counterparts at our partner institutions. The person submitting the project proposal under this call may apply as the

volunteer for the project or may forward the applications of others to act as volunteers. If a project is submitted without a proposed volunteer, AWB will find volunteers for the project.

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 that involve travel to 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>. This restriction does not apply to projects that can be implemented entirely online.

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](#).
- Typically, proposed volunteers will be current or retired faculty or staff of an [AWB Network](#) institution.
- When international travel is involved, 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 Partner 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 and the proposed timeline.

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](#) but is included in these same categories in the [Multidimensional Poverty Index](#), 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. **Proposed volunteers may be included:** The individual submitting this proposal may apply to act as the volunteer on the project. However, if this is not the case, another volunteer may be proposed or AWB will find a volunteer for the project.
 - For any proposed volunteer(s) include the name, affiliation and contact information and the names and contact information for two referees for each volunteer.
 - CV(s) of proposed volunteer(s): CVs should be submitted as separate files.
13. **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.
14. 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: Monday, March 8, 2021
- First Step Decision: Monday, March 22, 2021
- Second Step Deadline: Monday, April 26, 2021

SUBMISSION OF PROPOSALS

Please submit project proposals by Monday, March 8, 2021 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.