CALL FOR PROJECT PROPOSALS
From AWB Network Universities for capacity building projects
in an institution of higher learning in the developing world

October 2018

Academics Without Borders

AWB is a bilingual nonprofit organization, based in Montreal. Its mission is to support
capacity development in tertiary education in developing countries so that these
countries can educate their own experts and professionals that are necessary for their
development. It does this by sending volunteers like you 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 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 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 steps.

The first step involves your submitting a first stage application introducing a
capacity-building project proposal in an institute of higher learning in a low-income
country. If the proposal meets the eligibility requirements, the proposal moves to a second
step in which AWB contacts the partner university and invites a more fully developed
project proposal.

Projects 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 university.

If the proposal is accepted as an AWB project, AWB will then manage the project in
accordance with AWB policies and procedures.

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 First Step Submission

Partner University Eligibility Criteria

- The partner institution must be an accredited\(^2\), public or private, nonprofit institution of higher education in a country in Annex I that is willing to enter into a partnership with AWB.
- The partner institution must be the initiator of the project and must take the lead.
- The initiative must contribute to sustainable institutional development.
- The partner institutions must cover the costs of their staff, office expenses, and publication necessary for the project’s success.
- The partner institution is expected to provide accommodations, local transportation, and, if possible, a stipend to cover local costs for the volunteer(s).\(^3\)
- **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, which are available on AWB’s website.
- The first stage proposal must be submitted by one or more working or retired faculty, staff, or administrators from an AWB 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.
- 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 will require 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: https://www.AWB.org/wp-content/uploads/2017/08/EN-AWB-Volunteer-Package-for-Web-revised.pdf

---

\(^2\) 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 will consider waiving this requirement.
● The volunteer(s) must be willing to spend the time at the partner institution to realize the goals of the project. The minimum posting is three weeks, 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 AWB volunteers and to follow all AWB policies and procedures.

What to Include in the First Step Submission (Please use the following headings in your submission)

1. Title: Title of the project
2. 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).
3. Contact Information: Name, position, telephone number and email of the project leader at the overseas partner institution.
4. Brief Project Description: A description of the capacity building project including the needs that it will fulfill at the partner institution.
5. 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.
6. Project Goals: The goals of the project, including the immediate outcomes and the longer-range impact.
7. Project Sustainability: An indication of how the activities and outcomes will be sustained beyond the life of the project.
8. Evaluation: An indication of how the project’s success might be evaluated.
9. Previous Activity: A description of what, if anything, has been done previously on this project or with this institution.
10. 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.
11. 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.
12. A letter of support from the partner institution indicating it initiated the project and their motivation to enter into a partnership with AWB 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

---

4 AWB would consider a proposal that involves a posting for less than three weeks under special circumstances if a compelling case could be made.
12. The letter of support should be submitted as a separate file.

13. 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 step proposal is approved, in the second step of the process, AWB will send the partner institution in the developing world an AWB project proposal form, which must be filled out by the institution and signed by a senior administrator.

**Deadlines and Decisions**
- First Step Deadline: Monday, November 12, 2018
- First Step Decision: Monday, November 26, 2018
- Second Step Deadline: Monday, January 7, 2019

**AWB’s Role**
AWB will manage approved projects in accordance with its policies and procedures. If not provided by the partner institution or any other source, AWB will cover the expenses of the volunteer(s) 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 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 Monday, November 12, 2018 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.
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**

<table>
<thead>
<tr>
<th>Afghanistan</th>
<th>Guyana</th>
</tr>
</thead>
<tbody>
<tr>
<td>Angola</td>
<td>Haiti</td>
</tr>
<tr>
<td>Bangladesh</td>
<td>Honduras</td>
</tr>
<tr>
<td>Benin</td>
<td>India</td>
</tr>
<tr>
<td>Bhutan</td>
<td>Indonesia</td>
</tr>
<tr>
<td>Bolivia (Plurinational State of)</td>
<td>Iraq</td>
</tr>
<tr>
<td>Botswana</td>
<td>Kenya</td>
</tr>
<tr>
<td>Burkina Faso</td>
<td>Kiribati</td>
</tr>
<tr>
<td>Burundi</td>
<td>Kyrgyzstan</td>
</tr>
<tr>
<td>Cape Verde</td>
<td>Lao People's Democratic Republic</td>
</tr>
<tr>
<td>Cambodia</td>
<td>Lesotho</td>
</tr>
<tr>
<td>Cameroon</td>
<td>Liberia</td>
</tr>
<tr>
<td>Central African Republic</td>
<td>Madagascar</td>
</tr>
<tr>
<td>Chad</td>
<td>Malawi</td>
</tr>
<tr>
<td>Comoros</td>
<td>Mauritania</td>
</tr>
<tr>
<td>Congo</td>
<td>Micronesia (Federated States of)</td>
</tr>
<tr>
<td>Congo (Democratic Republic of the)</td>
<td>Moldova (Republic of)</td>
</tr>
<tr>
<td>Côte d’Ivoire</td>
<td>Morocco</td>
</tr>
<tr>
<td>Djibouti</td>
<td>Mozambique</td>
</tr>
<tr>
<td>Egypt</td>
<td>Myanmar</td>
</tr>
<tr>
<td>El Salvador</td>
<td>Namibia</td>
</tr>
<tr>
<td>Equatorial Guinea</td>
<td>Nepal</td>
</tr>
<tr>
<td>Eritrea</td>
<td>Nicaragua</td>
</tr>
<tr>
<td>Ethiopia</td>
<td>Niger</td>
</tr>
<tr>
<td>Gabon</td>
<td>Nigeria</td>
</tr>
<tr>
<td>Gambia</td>
<td>Pakistan</td>
</tr>
<tr>
<td>Ghana</td>
<td>Palestine, State of</td>
</tr>
<tr>
<td>Guatemala</td>
<td>Papua New Guinea</td>
</tr>
<tr>
<td>Guinea</td>
<td>Paraguay</td>
</tr>
<tr>
<td>Guinea-Bissau</td>
<td></td>
</tr>
</tbody>
</table>
Philippines
Rwanda
Sao Tome and Principe
Senegal
Sierra Leone
Solomon Islands
South Africa
South Sudan
Sudan
Swaziland
Syrian Arab Republic
Tajikistan

Multidimensional Poverty index

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

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

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