

CALL FOR CAPACITY BUILDING PROPOSALS 2022-2023

I. Background

Among the priority purposes of INQAAHE, the Constitution lists:

- To provide advice and expertise to assist existing and emerging quality assurance agencies
- To facilitate links between quality assurance agencies and support networks of quality assurance agencies
- To serve as an enhancement platform for the members and quality assurance providers at large

These purposes are achieved through different means as outlined in the INQAAHE Strategic Plan 2018-2022 under Pillar II: Quality Culture and Pillar IV: Relevance.

In the pursuance of the purposes, **INQAAHE is allocating a small amount of money for supporting capacity building and enhancement of quality assurance systems of its members.**

II. Who can apply, and what type of proposals may be presented

INQAAHE Full and Associate members, with no outstanding membership fees, are eligible to apply.

Proposals may take either one of the following forms:

- **Capacity building**
 - o Consultancy
 - o Training
 - o Workshops
 - o Development of policies, frameworks, procedures
- **Enhancement program in the form of internships**

Members who have received a grant may only re-apply two years after the previous grant was awarded. Proposals which are developed in collaboration with other agencies are of higher priority.

III. Topics identified for 2022-2023 Proposals

- Fostering quality of flexible learning pathways
- Digitalization of teaching and learning without compromising quality
- Quality assurance of cross-border education
- Core values and quality of higher education

IV. Evaluation of proposals

The proposals will be evaluated using the following criteria:

- **Relevance:** justification of the need, which should be in line with the national agenda and INQAAHE proposed topics, aiming at the promotion of the goals related to higher education quality assurance
- **Feasibility:** justification that the project objectives can be achieved within the proposed time frames and with the resources available
- **Technical quality of the proposal:** strategic analysis and background data, project methodology and coherency in the design, the management team, budget and cost-effectiveness, monitoring and evaluation
- **Expected impact and benefits:** the expected impact on the QA system and the benefits to the higher education system
- **Qualifications and experiences** of the management team and other people involved in the project
- **Appropriateness of budget** requirements for the study

V. Timelines

The proposals, mid-term and final reports are to be submitted to the INQAAHE Secretariat at secretariat@inqaahe.org by the following deadlines:

1. **Submission of the proposal:** November 14th, 2022
2. **Notification to the successful applicants:** January 16th, 2023
3. **Midterm report:** as agreed
4. **Final report:** January 31st, 2024
5. **Presentation at INQAAHE Forum 2024:** to be confirmed

VI. Number of and size of Capacity Building grants

INQAAHE will fund up to three proposals for the period of 2022-2023. Available funding is up to USD 10,000 for each project.

Any publication or presentation of results of the project must be approved by the INQAAHE Board in advance to ensure that confidential information regarding INQAAHE and its programs is not inadvertently divulged. The INQAAHE Board will not unreasonably withhold or delay approval. Permission to present or publish project results will not be given until the final report has been submitted to the INQAAHE Board. A formal review of the final report will be conducted within 30 days of submission.

The INQAAHE Board reserves the right to refuse dissemination of research results if the applicant(s) does not adhere to the approved project proposal. A prompt attempt to negotiate a resolution to any disagreement will be conducted.

Please, consult the [INQAAHE Funding Scheme operational manual](#) for guidelines on project submission and implementation.



INQAAHE Funding Scheme

Application Template for Capacity Building Projects

Grant amount requested from INQAAHE: _____

Total grant amount (in case of co-funding): _____

Part A: Project Profile

A.1: Title of the project:

A.2: Acronym of the project:

A.3: Duration of the project:

A.4: Project major goal:

(Up to 50 words)

A5: Summary of the project:

The summary should provide an overview of the project and should describe its main features, including the wider and specific objectives, principal outcomes and outputs. This section will be reproduced, as presented below, in the relevant dissemination and reporting documents.

(Up to 250 words)

B. Grant Coordinator information:

B.1: Name of the institution:

B.2: Grant Applicant (the person who is legally authorized to represent the institution)

Name:

Contact Information: _____

Mailing Address: _____

Telephone: _____ Fax: _____

E-mail: _____ Website: _____

B.3: The Coordinator of the Project:

Name: _____



Contact Information: _____

Mailing Address: _____

Telephone: _____ Fax: _____

E-mail: _____

B.4: Description of the organization and Date of Establishment:

(Up to 250 words: please, state the specifications relevant to the project goals and objectives)

C: Partnering Organizations (if any)

C.1: Name of Organization (1): _____

Main contact person (name and title): _____

Type of Partnering Organization: _____

Organization Website: _____

Mailing Address: _____

Telephone: _____ Fax: _____

E-mail: _____

Description of the Institution and Date of Establishment:

(Up to 250 words: please, state the specifications relevant to the project goals and objectives)

C.2: Name of Organization (2): _____

Main contact person (name and title): _____

Type of Partnering Organization: _____

Organization Website: _____

Mailing Address: _____

Telephone: _____ Fax: _____

E-mail: _____

Description of the Institution and Date of Establishment:

(Up to 250 words: please, state the specifications relevant to the project goals and objectives)

D: Project details

D1: What challenge/problem in quality assurance will the proposed project address? What do you expect to learn from this project, which would be relevant to the national and institutional priorities? Please, provide an in-depth analysis of the needs for the project proposal. Explain why this/this problem/ s were selected over others, and how the project proposal fits within the development strategies of the partners involved. Define the major goal and specific objectives as well as target group(s)/target sector(s) that will be addressed and/or benefit from your project.

(Up to 700 words)

D2: Project specific objectives:

Please, write the specific objectives of the project. Please note that each objective will produce outputs and has to be quantitatively measured with performance indicators.

(Up to 300 words)

D3: Project Methodology:

Please, describe the methodology you will follow while implementing the project. Provide links with the objectives of the project, activities, expected results and outcomes and strategies to be used to implement the project. The description must clearly indicate the working methodologies and processes to be used.

(Up to 1500 words)

D4: Proposed Project Tasks:

Please provide a detailed description of the proposed tasks to be funded under this project. Please, describe all the tasks that will be undertaken during the project, their purposes, duration, and the ways in which they will interact. This should include, for instance, the topic of consultation, workshop, training, any other capacity building event; role, and length of stay of any visiting expert; the contribution of the experts; and the unique features of any new approach to existing processes, procedures and methods.

(up to 1500 words)

D5: Project management team

Please, describe the project management team, the human resources involved in the project while ensuring links with the specific objectives. Discuss the complementarity of the project management team qualifications.

(Up to 500 words)

D6: Innovativeness of the project:

Please, state the innovative aspects of the project.

(Up to 300 words)

D7: Sustainability of the project:

Please, describe the aspects of the project that ensure longer-term sustainability. Explain how the planned exploitation activities will ensure optimal use of the results during and beyond the lifetime of the project.

(Up to 300 words)

D8: What are the tangible and non-tangible outputs of the project?

(Up to 500 words)

D9: Quality of the partnership

Please, provide a description of the project's partners, the complementarity of the skills, competencies, and capacities to manage the project and roles of each partner in the project. Explain why the selected partners are best suited to participate in the project. Describe any complementary skills, expertise and competencies within the consortium (including external experts, if any) directly relating to the planned project activities

(Up to 700 words)

D10: Monitoring and evaluation plan

Please, provide a detailed description of the monitoring and evaluation plan for project implementation. Provide clear performance indicators and benchmarks.

(Up to 300 words)

D 11: Dissemination plan of the project results

Please, provide a detailed dissemination plan and expected impact.

(Up to 250 words)



E: Budget

Please, provide a detailed budget for the activities envisioned to achieve the project-specific goals.

F: Grant Implementation Plan:

Please, provide a detailed Grant Implementation Plan. Provide the expected dates for the start and completion of all activities. For each activity, please also provide the following information: (a) output of the activity; (b) output indicator; (c) the deadline; (d) the people responsible for the activity; (e) related costs; and (f) the schedule.