

Call for Projects 2019

TEAM, South Initiatives and JOINT

**Bolivia, Cambodia, Cuba, DR
Congo, Ecuador, Ethiopia, Indone-
sia (only SI and JOINT), Kenya, Mo-
rocco, Nicaragua (only SI and
JOINT), Peru, Philippines (only SI
and JOINT), Rwanda, South Africa,
Tanzania, Uganda and Vietnam**

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Summary


Budget	South Initiatives: Max. € 70.000 per project TEAM: Max. € 280.000 per project JOINT: Max. € 135.000 per project
Duration	South Initiatives: max. 2 years TEAM: max. 4 years JOINT: max. 3 years
Eligibility	TEAM: Flemish universities (University colleges only as co-promoter or team member) South Initiatives and JOINT: Flemish universities and university colleges
Countries	Bolivia, Cambodia, Cuba, DR Congo, Ecuador, Ethiopia, Indonesia (only South Initiatives and JOINT), Kenya, Morocco, Nicaragua (only South Initiatives and JOINT), Peru, Philippines (only South Initiatives and JOINT), South Africa, Rwanda, Tanzania, Uganda and Vietnam
Launch of the call	5 March 2018
Deadline submission project proposals at the level of the Flemish universities and university colleges (ICOS of the university association)	17 May 2018
Deadline sending of proposals by ICOS of the university association to VLIR-UOS	7 June 2018 (18H00 Belgian time)
Submission (two-stage)	by the Flemish academic to the ICOS by the ICOS to VLIR-UOS

VLIR-UOS supports partnerships between universities and university colleges in Flanders and the South looking for innovative responses to global and local challenges
www.vliruos.be

1. Background

This call is for the submission of project proposals for TEAM, South Initiatives and JOINT 2019 in the framework of the Five-Year-Programme (2017-2021) of VLIR-UOS.

Since the implementation of the new law on development cooperation of 2016, VLIR-UOS foresees in an implementation of interventions within country programmes. A country programme consists of different intervention types:

INTERVENTION TYPE			LEVEL
NETWORK	Institutional University Cooperation (IUC)	 TEAM South Initiatives JOINT	COUNTRY
			INSTITUTION
			DEPARTMENT/ FACULTY
		(Individual) Scholarships	INDIVIDUAL

This call is for the three types of departmental projects - TEAM, South Initiatives and JOINT – in 17 partner countries in Africa, Latin America and Asia.

2. Definition and Objectives

2.1. Definition

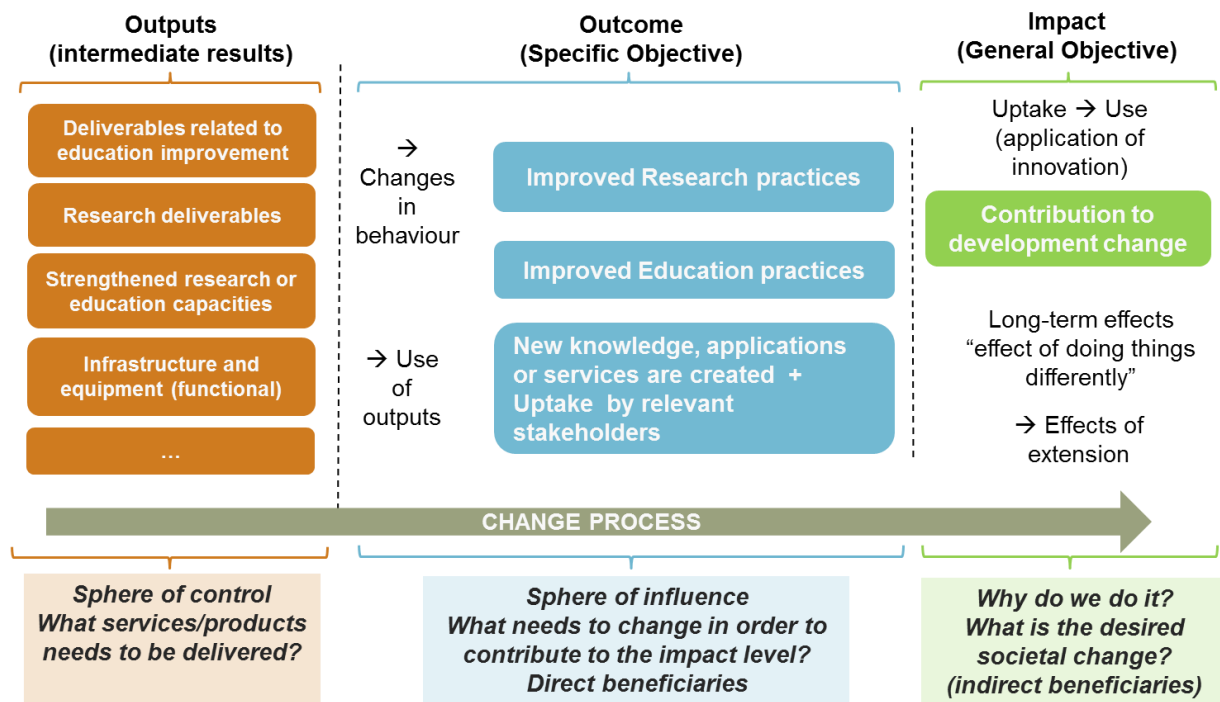
TEAM, South Initiatives and **JOINT** projects are departmental projects which focus on specific developmental problems. These projects aim at strengthening the research, education and extension capacity of (a) partner institution(s) in the South by means of generating and exchanging/disseminating knowledge (create the conditions for uptake) and contributing to the fight against poverty in the concerned region/country.

The projects emerge from a local development problem/need which will be addressed through a common initiative taken by one or more academics from (a) developing countr(y)ies, in collaboration with one or more Flemish academics. This team-to-team cooperation leads to the development of a project proposal. These projects are aligned with the priorities of the local partner institute(s) at the policy level where the project is constituted (department or faculty).

Within the country strategy approach, projects must be aligned with the VLIR-UOS strategy for the country for which they are formulated (see [4.4](#)) and also synergies and complementarities with other Belgian actors (see [2.4](#)) are stimulated. Projects also need to take the integration of the transversal themes (gender and environment) and the priority themes (digital for development and private sector) of the Belgian development cooperation into account (see [2.5](#)).

Whereas a **TEAM** project usually builds on existing cooperation and deepens the academic/scientific collaboration, the **South Initiatives** are particularly relevant to identify new partners, to bring innovation in the country portfolio and to join forces around nationally relevant topics through selected synergetic/pilot initiatives relevant for the broad civil society. **JOINT** stands for Joint (Intern)national Academic Networking. JOINT projects are about academic exchange and networking in broad international or national setting.

2.2. Objectives

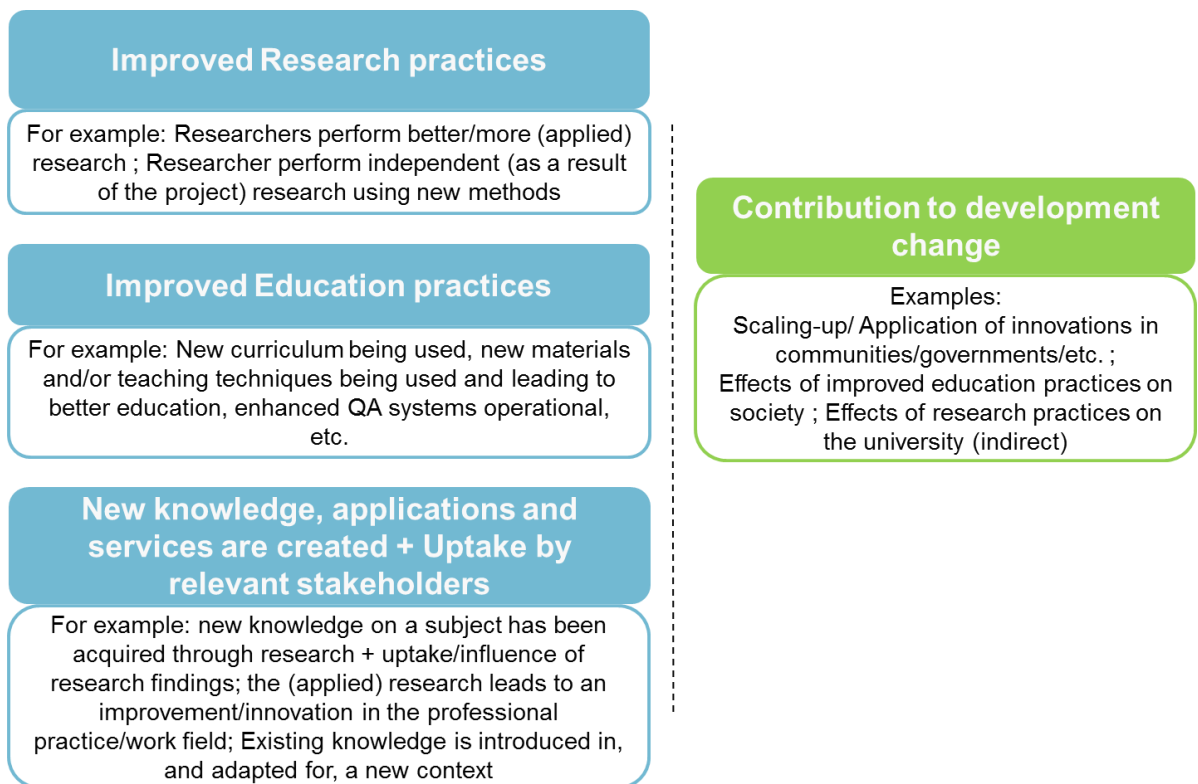


As shown in the above Theory of Change (ToC), TEAM, South Initiative and JOINT projects potentially aim at (i) improving research and/or (ii) education practices in a partner institution(s) in the South and/or (iii) generate and exchange (guaranteeing uptake) knowledge through research; in order to contribute to the fight against poverty in the concerned region/country and generate in the end (mostly after the intervention) developmental change (impact).

Summarizing, following considerations are to be taken into account:

- The project contributes to the development priorities of the country of intervention.
- The objectives contribute to the improvement of the living conditions of the local population.
- There is maximum synergy and complementarity with other projects in the region or the country (cfr. with other Belgian non-state actors active in a specific country).
- The research is oriented towards sustainable development and the interaction between social, cultural, ecological and economic factors.
- The project focuses on a maximum of two outcomes (specific objectives).

In the graph below, examples are given for the three different outcomes and at impact level:



2.3. Specific characteristics

2.3.1. TEAM projects

TEAM are departmental level cooperation projects of 4 years focusing on specific developmental themes. These projects aim at strengthening the research and education capacity in a specific thematic domain and usually focus on a department in one (sometimes more than one) partner institution(s) in the South. Teams in the South and North collaborate in an unique partnership addressing region-related challenges and offering local solutions in the region/country.

A TEAM project very often but not uniquely builds upon earlier exploration or contacts through VLIR-UOS (South Initiatives, scholar upon return in home institution, etc.) or other cooperation and deepens the academic/scientific collaboration.

Examples:

- Enhancing the research and education capacity of a partner university in biostatistics, by increasing the number of staff members at PhD level and improving the quality of the Master program, and by doing so, offering the local public health authorities an increased, sustainable number of graduates in cutting-edge statistical methodology applied to generate accurate information on a wide range of health issues;
- Building research capacity to investigate nitrate pollution in a certain catchment, by training local MSc and PhD students and equipping the university laboratory, and developing policy support instruments for nitrate pollution management by the local authorities;
- Increasing multi-disciplinary research capacity concerning a certain disease, by training MSc and PhD students, and elaborating evidence-based guidelines for treatment by local health care workers;

- Improving the research and educational capacity of a partner university with respect to land access, land policies and land rights, and empowering relevant agents of change through co-production of actionable knowledge for stimulating processes of social innovation in the governance of land rights.

2.3.2. South Initiatives

These are short-term (1-2 years) projects with a limited budget, initiated by academics/lecturers at a university / university college or a (national) non-profit research institute in a partner country, in collaboration with Flemish academics/lecturers. Also other civil society actors in the South can be involved, but only as supporting partner and not as applicant or co-promoter.

South initiatives can also be particularly interesting for young academics to get acquainted with higher education cooperation for development.

We identify different types of South Initiatives:

- Explorative South Initiatives, facilitating and organising new partnerships and innovative forms/modalities of cooperation that contribute to the proposed country strategic priorities (seed money). This type of South Initiatives are in fact pilots, so per definition short term, that may in some cases grow into TEAM projects or even institutional level cooperation¹
- South Initiatives as 'stand-alone' projects with clear outcomes and expected impact. In fact these projects are not necessarily leading to another project, but through the nature of the proposed activities be limited in time. Within this type of South Initiatives we can identify different subcategories (synergy initiatives among VLIR-UOS projects or with other Belgian/local/international actors; exchange and multiplication efforts (national/international conferences, training workshops));
- South Initiatives can also offer opportunities to broaden the scope of current or past research projects, and possibly even bring them to a national level (harvesting, multiplication);

Examples:

- Exploring ideas for collaboration with Belgian and other actors in the country/region concerned; as such exploring and formalising a new partnership by exchanging lecturers/professors, doing joint research and co-organising training courses;
- National 'pilot' initiatives / 'seed money' in view of serving transversal needs identified in the context of the country strategy consultations and important for successful project development (examples: national level workshops on innovative teaching and learning skills development, intellectual property rights development, research capacity training, etc.);
- Elaborating a framework for a future TEAM project by setting up a basic laboratory and initiating research activities in order to strengthen collaboration for sustainable development;
- Mobility of academics/lecturers/students to the South to explore partnership ideas, e.g. in the context of travel grants for Flemish students, and/or to develop a system of quality control for exchange of students, or to explore a project idea.

¹ Hereby we should indicate that the eligible list of countries for future Belgian development cooperation (DGD) funding might change in the following years. Therefore, it cannot be guaranteed that a South Initiative project can logically lead to a future TEAM cooperation.

Two categories of South Initiatives are only open for university colleges: 1. Practice-based research projects (“praktijkgericht onderzoek”) and 2. Educational development projects (“onderwijsontwikkeling”). Those South Initiatives focus at bachelor level and profession-oriented bachelor degrees but are complementary to the other South Initiatives focussing on mainly academic capacity building.

More specific project examples for these project categories:

- **Practice-based research**

Outcome: Improved (applied) research practices: Generic example: Researchers/students perform better/more (applied) research; students/staff make better use of (applied) research results

Outcome: Innovation: The (applied) research leads to an improvement/innovation in the professional practice/work field; existing knowledge is introduced in, and adapted for, a new context.

Project example: The development of a phone application to monitor personal health in rural areas where people have low access to hospitals and the link to a centralized data system where a physician can monitor those data (partners: Flemish university college, South university / university college, South hospital).

⇒ Outcome improved research practices: use of practice-based research methods is improved

⇒ Outcome innovation: use of phone application in rural areas

- **Educational development**

Outcome: Improved education practices: Generic example: New curriculum being used, new materials and/or teaching techniques being used and leading to better education, enhanced operational, etc.

Project example 1: The start of an in-house training (in hospital) of mentors for trainees (students) in order to enhance the work placement/internship of nursing students (partners: Flemish university college, South university / university college, South hospital).

Project example 2: The creation of a distance learning course in cooperation with a Flemish higher education institution (partners: Flemish university college, South university / university college, chamber of commerce in the South).

2.3.3. JOINT projects

These projects are initiated at department level and foresee in networking opportunities at the national and/or international level in view of exchange and cross-fertilisation of ideas and concepts for developmental change. JOINT projects will often explore joint ideas and endeavours, leading to the creation of (inter)national alliances, tools, etc. that can be instrumental for university cooperation for development.

JOINT projects can be of a different, less scientific nature and focus on a wide variety of exchange and cooperation, such as: domains of transversal expertise/support of importance for all academic projects in a given country/regional setting; on research and education policy and university management themes; or on specific thematic domains. In fact JOINT could also foresee in possibilities for activating the role of university cooperation for development in transversal and priority themes of the Belgian cooperation (environment, gender, D4D, private sector development). It always concerns multi-actor projects that start from synergies between different VLIR-UOS interventions and actors. Third parties could also be involved.

In fact, also some intervention types which existed prior to 2017 now resort under JOINT: the former North-South-South exchange projects meant to link up IUC programmes in an international setting; crosscutting projects in transversal domains initiated by VLIR-UOS expert groups ICT, library and statistics; national crosscutting projects in crucial national support domains (quality assurance, academic English, educational platforms & developments, university management, etc.).

JOINT fits in the theory of change of TEAM and South Initiatives although JOINT is more focused on harvesting opportunities and is multi-actor (involving multiple higher education institutes as local partner institutions and starting from previous VLIR-UOS cooperation projects). JOINT projects are about networking, exchange and multiplication and will in principle focus more on the third generic outcome 'new knowledge, applications or services are created and uptake is realised towards relevant stakeholders' as part of the change process and contribution to developmental change (impact).

2.4. Synergy and complementarity

Synergy and complementarity (S&C) can improve the impact of development cooperation interventions and is a top priority of the Belgian minister of Development Cooperation and encouraged by the reform of non-governmental cooperation in 2016. In order to promote S&C, all Belgian non-governmental development actors were invited to elaborate a Joint Strategic Framework (JSF) per country in 2016. These JSFs provide information about the goals to which the actors want to contribute, and also indicate potential for synergy and complementarity.

In order to facilitate synergies between higher education / research institutes and non-governmental development actors (NGAs) in the framework of this project call, country specific background documents are attached to this call, including a table with (per Belgian NGA) a short description of the activities in the country, the name(s) of the local partners(s) and the region(s) where the NGA is active. Every NGA was also asked to list a number of research themes/questions that can be addressed by a higher education / research institute in the framework of a new South Initiative, TEAM or JOINT project (see [background documents 7-23](#)).

Synergy and complementarity will be integrated as an element in the selection of project proposals, more in particular when discussing the (developmental) relevance of the proposals.

2.5. Transversal and priority themes

According to the Belgian law on development cooperation of 2013, following themes need to be integrated in a **transversal** way within all interventions of the Belgian development cooperation as to reach sustainable and inclusive development:

- the **gender dimension**, which aims at the empowerment of women and at the equality between men and women in society;
- the protection of the **environment** and of **natural resources**, including the fight against climate change, drought and global deforestation.

The Minister of Development Cooperation also identified a number of **priority** themes which play an important role in reaching the Sustainable Development Goals. VLIR-UOS focuses on the following two:

- **Digital for development (D4D)**: digitalization is a crosscutting enabler to achieve better results, not a goal in itself.

- **Private sector development:** stimulating the private sector in developing countries generates economic growth there. And economic growth is, in turn, an important pillar in the quest for sustainable development and the fight against poverty.

More information on these themes can be found in the formulation guidelines (see [background document 1](#)).

3. Budget and implementation

3.1. Available budget

The budget for this call is **6.900.000 EUR**, subdivided in an indicative amount of 4.500.000 EUR for TEAM projects, 1.500.000 EUR for South Initiatives and 900.000 EUR for JOINT projects.

In the Five-Year-Programme (FYP) (2017-2021) of VLIR-UOS each country programme has a country budget which is partly allocated to contracted and selected interventions already, the other part being available to new proposals through calls (= indicative budget). The following indicative budgets per country are available for open, competitive calls for project proposals 2019 and 2020:

Strategy scope	Countries	Remaining indicative budget per country to be filled with calls for proposals 2019 and 2020 (EUR)
Top country budget	Ethiopia	521 882
Top country budget	Cuba	1 013 303
Top country budget	DR Congo	438 100
High-level country budgets	Vietnam	1 252 735
	Morocco	731 125
	Tanzania	1 153 103
Middle-range level country budgets	Ecuador	999 922
	Kenya	1 112 008
	Bolivia	400 116
	Peru	876 926
	Uganda	690 933
	South Africa	758 209
New strategy countries	Nicaragua	170 005
	Indonesia	253 479
	Cambodia	380 000
	The Philippines	135 519
	Rwanda	394 318
Maximum available remaining budget for calls TEAM-SI-JOINT 2019-2020		11 281 163

Related to the above the Bureau UOS decided to subdivide the total available budget for this call (6.900.000 EUR) in the following indicative budgets per regional selection commission:

Regional Commission	Call 2019 (EUR)
Africa commission 1 (Great lakes = DR Congo, Rwanda, Kenya, Uganda, Tanzania)	2 317 065
Africa commission 2 (Ethiopia, Morocco, South Africa)	1 230 082
Latin America (Cuba, Ecuador, Bolivia, Peru, Nicaragua)	2 116 340
Asia (Vietnam, Indonesia, Cambodia, Philippines)	1 236 514
Total	6 900 000

The indicative country budgets can be fully allocated to selected proposals in the framework of this project call, but the total budget of the selected proposals per region cannot exceed the indicative available budget of the corresponding region commission.

The overall budget available for this call TEAM-SI-JOINT 2019 (6.900.000 EUR) is subject to possible changes by the Bureau UOS in case of budget cuts imposed at the level of the Belgian development cooperation and more specifically on university cooperation for development in the remaining years (2019 and following) of the five-year-programme.

3.2. Implementation

At the end of 2018, VLIR-UOS will draft an agreement between VLIR, the local partner institution and the Flemish university (college) with which the promoters of the selected project are affiliated, to establish rules governing the management and use of, and responsibility for, the resources allocated.

All projects will run according to calendar years: TEAM projects will run for max. 4 years (2019-2022), South Initiative projects for max. 2 years (2019-2020) and JOINT projects for max. 3 years (2019-2021).

For TEAM projects, budget transfers from 2021 to 2022 will not be possible, as budget transfers are not possible between the VLIR-UOS Five-Year Programmes 2017-2021 and 2022-2026.

4. Eligibility criteria

Eligibility criteria define whether or not a proposal can be accepted to enter the selection process. Eligibility criteria will be checked on the basis of an objective and simple yes/no answer. Therefore, eligibility criteria which are not fulfilled, will in principle result in the rejection of a proposal.

Each call for proposals defines clear eligibility criteria, using the following sections where appropriate:

- Eligibility of applicants
- Eligibility of budget and implementation period
- Eligibility of countries and/or intervention types and/or participants
- Eligibility of thematic areas
- Eligibility of activities and related costs
- Eligibility of submission modalities

4.1. Eligibility of applicants

➤ Flemish applicants

The Flemish promoter of a **TEAM** project must be a '**ZAP**' member with tenure at a Flemish university or with an equivalent position.

South Initiatives and JOINT projects can **also** be submitted by a **professor/lecturer with tenure at a Flemish university college**.²

The Flemish promoter of a TEAM or South Initiative project must:

- have permission from his/her university or university college to enter into financial undertakings on behalf of the institution;
- have the appropriate competence to supervise the project;
- be affiliated with the institution at least as long as the duration of the project.

JOINT projects in the domain of Information and Technology Services (ITS) (members of the ICT and library expert groups) can be submitted by **non-academic staff** of the Flemish higher education institute, as long as there is a backing from the institute that the project promoter is allowed to act as a promoter. As is it also the case for the South Initiatives, it is then up to the institution to check who will be the budget holder for the project.

It is the responsibility of the Institutional Coordinator for Development Cooperation (ICOS) of the association (see [6.5.1.](#)) to check whether the project promoter is allowed to act as a project holder within his/her own institution, and to check if the project promoter will be affiliated with the institution for the duration of the project. It is also up to the institution to check who will be the budget holder for the project (more in particular of relevance for the SI submitted by university colleges and in general for the JOINT-projects in the line of ITS as referred to above).

It is the responsibility of promoters or co-promoters who are not only affiliated to a Flemish university or university college, but also to an institution within which DGD funding is or can be provided on a project or structural basis, and in case no rules for inter-institutional cooperation are provided,

- to assess that selection of the proposal by VLIR-UOS would not entail a conflict of interests or overlap with DGD funded projects and hence imply double funding by DGD, and
- to obtain approval of the other institution's management in case the latter would require this, as VLIR-UOS is unable to assess this in the framework of this call.

In case the project promoter is different from the person who is responsible for the execution of the project, this should be clearly specified in the project proposal (see [Annex 1](#)).

➤ Local partner institutions and promoters

In terms of local partners, the local institution needs to be a recognised higher education institution or a public (not for profit) research institute.

In all countries, a description of potential partner institutions and of strategic priorities was included in the VLIR-UOS country strategy. For some countries (Bolivia, DR Congo, Kenya, Peru, South-Africa,

² In the case of TEAM projects academics affiliated to university colleges can only act as co-promoter or team member.

Uganda) a **list of partner institutions** is included in the country strategy. These partner institutions are listed in the background document of each country ([background documents 7-23](#)).

However, these lists are not interpreted as an eligibility criterion. In these countries, a promoter wishing to engage in a cooperation with a higher education institute or public (not for profit) research institute not listed in the background document, will need to motivate in the project proposal why a collaboration with another institute is found relevant, how the proposal is aligned with the country strategy and why he/she is presenting a proposal with the proposed partner institution (e.g. university colleges working with specific Higher Education Institutions (HEI) not on the limited list).

In **JOINT Projects** the lead partner institution in the South needs to be a current or former partner institution of a VLIR-UOS south project (Network, IUC, TEAM, South Initiatives, JOINT or RIP): this is an eligibility criterion. At least 2 higher education institutions or research institutions are to be included as partner institutions: the submitting partner (above) and a 2nd partner institution: this is also an eligibility criterion (if only 1 higher education institute in the South, a TEAM or SI proposal should be opted for). Except for the above there are no limitations for the second partner institution, only that they should be based in a VLIR-UOS partner country. Next to the above, also other (non-VLIR-UOS) HEI institutes can be involved and also other actors (NGO) can be included in the proposal (note: VLIR-UOS is not contracting NGOs directly, these are always partners of HEIs).

➤ Eligibility of IUC partner universities

TEAM Projects which aim at a cooperation with a university involved in an **ongoing** IUC are only eligible if this university is involved as a supporting partner (no core funding).

For South Initiatives Projects which aim at a cooperation with a university involved in an **ongoing** IUC, a difference is made between IUC programmes which have a budget of max € 350.000/year and the classic institution-wide IUC programmes with a higher annual budget. The latter can only be involved as a supporting partner (no core funding) and the first can act as promoter of South Initiatives, but only in departments currently not involved in the IUC programmes.

Ongoing IUC partner universities can submit JOINT projects as these projects aim at strengthening interaction and exchange and build synergies between partner institutions.

Overview ongoing IUC/NETWORK partner universities eligible in this call and possibilities for promoter-ship TEAM/SI/JOINT:

Country	IUC/NETWORK	TEAM	South Initiatives	JOINT
Bolivia	Universidad Católica Boliviana San Pablo (UCB)	No	No	Yes
Cuba	Universidad de Oriente (UO)	No	No	Yes
Cuba	UCLV (coordinating university of the ICT NETWORK)	Only TEAM/SI which are outside the NETWORK specific objectives and not submitted by the lead departments in a Network		Yes
DR Congo	Université de Kisangani (UNIKIS)	No	Yes (departments not involved in IUC)	Yes

DR Congo	Université Catholique de Bukavu (UCB)	No	Yes (departments not involved in IUC)	Yes
Ecuador	ESPOL (coordinating university of the NETWORK Biodiversity)	Only TEAM/SI which are outside the NETWORK specific objectives and not submitted by the lead departments in a Network		Yes
Ethiopia	Arba Minch University (AMU)	No	No	Yes
Ethiopia	Bahir Dar University (BDU)	No	No	Yes
Ethiopia	Jimma University (coordinator of the NETWORK Ethiopia)	Only TEAM/SI which are outside the NETWORK specific objectives and not submitted by the lead departments in a Network		Yes
Kenya	Jomo Kenyatta University of Agriculture and Technology (JKUAT)	No	Yes (departments not involved in IUC)	Yes
Morocco	Université Moulay Ismaïl, Meknès (UMI)	No	No	Yes
Peru	Universidad Nacional Agraria La Molina (UNALM).	No	No	Yes
South Africa	Limpopo University (UL)	No	No	Yes
Tanzania	Mzumbe University (MU)	No	Yes (departments not involved in IUC)	Yes
Tanzania	Nelson Mandela African Institute of Science and Technology (NM-AIST)	No	Yes (departments not involved in IUC)	Yes
Uganda	Mountains of the Moon University (MMU)	No	Yes (departments not involved in IUC)	Yes
Vietnam	Hue University (HU)	No	Yes (departments not involved in IUC)	Yes
Vietnam	Can Tho University (coordinator of the NETWORK Bioscience for Food)	Only TEAM/SI which are outside the NETWORK specific objectives and not submitted by the lead departments in a Network		Yes

TEAM and South Initiatives project proposals which aim at a cooperation with **former (finished/Phase Out)** IUC partners are **eligible**. In case it concerns cooperation with a(n) academic unit(s) which was/were part of the projects financed during the second phase of the partner programme, it is very important to motivate in the proposal why further cooperation is needed and how it differentiates from past cooperation and obtained results (*example: during an IUC trained PhD is the promoter and comes up with a project proposal in which the involved IUC department moves on with research into new grounds*).

➤ Number of proposals per promotor & resubmissions

Each promotor (Flemish or South) can submit up to **two proposals** for this call. This is an eligibility criterion.

As for **resubmissions**, a project that was not selected when introduced for the first time, can be resubmitted not more than two times. This is also an eligibility criterion.

4.2. Eligibility of budget and implementation period

The budget and implementation period will be checked with the included boundaries in the call.

Intervention type	Budget (Max. in EUR)	Implementation period (Max.)
TEAM	280.000	4 years
South Initiative	70.000	2 years
JOINT	135.000	3 years

4.3. Eligibility of countries and intervention types

The budget and implementation period will be checked with the included boundaries in this call.

Country	TEAM	SI	JOINT (as first country in a proposal)
1. Bolivia	X	X	X
2. Cambodia	X	X	X
3. Cuba	X	X	X
4. DR Congo	X	X	X
5. Ecuador	X	X	X
6. Ethiopia	X	X	X
7. Indonesia	No	X	X
8. Kenya	X	X	X
9. Morocco	X	X	X
10. Nicaragua	No	X	X
11. Peru	X	X	X
12. Philippines	No	X	X
13. Rwanda	X	X	X
14. South Africa	X	X	X
15. Tanzania	X	X	X
16. Uganda	X	X	X

17. Vietnam	X	X	X
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4.4. Eligibility of thematic areas

Projects should align with the thematic areas of the VLIR-UOS country strategies, which is an eligibility criterion. This country strategy represents the strategic niche for future VLIR-UOS cooperation in a specific country and contains a thematic focus and sometimes an institutional/regional focus. A strategy starts from the needs of the partner country, and in particular the national priorities in terms of poverty reduction and national policies for higher education. Furthermore it takes into account the interest in cooperation at the level of the Flemish higher education institutes, and its potential added value. More information on the country strategy of each country can be found in the background documents per country (see [8.2.](#)).

4.5. Eligibility of activities and related costs

The VLIR-UOS financial guidelines for departmental projects (TEAM, South Initiatives and JOINT projects) indicate what expenses are allowed in the framework of a project, how budgets are to be made, and how expenses have to be accounted for (see [background document 2](#)).

The applicable budget lines are:

- A. Investment costs (durable goods with a long life that can be depreciated in the accounts over several years)
- B. Operational costs (“project-related” costs incurred for the purchase and/or operational use of goods that are not depreciated in the accounts and costs directly related to a specific project activity)
- C. Personnel costs
- D. Scholarship costs
- E.1. Coordination cost in Belgium³ (5% lump sum from A to D)
- E.2. Local coordination cost (5% lump sum from A to D)

4.6. Eligibility of submission modalities

The proposal must meet the application and submission requirements as described in [section 6. ‘Application modalities’](#). All compulsory annexes are to be enclosed. Non-compliance with the obligatory formats will lead to non-acceptance of the proposal.

5. Selection

5.1. Selection criteria

Each call for proposals will apply the same set of six selection criteria.

³ Contact the Flemish partner university/university college for more information about the application of E.1.

These six criteria are further defined, and translated into a non-exhaustive list of descriptors, that are illustrative but provide an objective interpretation of the criteria, both for the applicant as well as for the selection commissions.⁴

SCIENTIFIC QUALITY <i>The extent to which a proposal has a ground-breaking nature and ambition (excellence).</i>
RELEVANCE <i>The extent to which the objectives of a proposal are consistent with beneficiaries' requirements, country needs, synergy opportunities, global priorities and partners' and donors' policies.</i>
EFFECTIVENESS <i>The extent to which the proposals' objectives are expected to be achieved, taking into account their relative importance.</i>
EFFICIENCY <i>A measure of how economically resources/inputs (funds, expertise, time, etc.) are converted to results.</i>
IMPACT <i>Potential positive and negative, primary and secondary long-term effects produced by the proposal, directly or indirectly, intended or unintended.</i>
SUSTAINABILITY <i>The continuation of benefits after the activities have been completed.</i>

All individual project proposals are scored against these six selection criteria, but the weighting of criteria differs on the basis of the intervention type. The weights of the selection criteria for TEAM, South Initiatives and JOINT are given below:

	TEAM	SI	JOINT
SCIENTIFIC QUALITY	25%	25%	20%
RELEVANCE	25%	30%	35%
EFFECTIVENESS	12,5%	12,5%	12,5%
EFFICIENCY	12,5%	12,5%	12,5%
IMPACT	12,5%	10%	10%
SUSTAINABILITY	12,5%	10%	10%

More details on the selection criteria, track record and scoring and decision making are to be found in the Selection System (policy & guidelines) document⁵ of VLIR-UOS (see [8.2. background documents](#)).

⁴ Based on the ERC (European Research Council) and OECD-DAC (Organization for Economic Cooperation and Development - Development Assistance Committee) definitions.

⁵ An update of the Selection System policy document was uploaded on the VLIR-UOS website.

5.2. Selection commission

5.2.1. Composition

A regional commission is qualified to evaluate project proposals. For this call, four regional commissions consisting of four members will evaluate the proposal. The regional commissions - for this call of proposals - are composed of the following countries:

- (i) Africa commission 1 (Great Lakes): DR Congo, Kenya, Rwanda, Tanzania, Uganda
- (ii) Africa commission 2: Ethiopia, Morocco, South Africa
- (iii) Latin America: Bolivia, Cuba, Ecuador, Peru, Nicaragua.
- (iv) Asia: Cambodia, Indonesia, the Philippines and Vietnam

5.2.2. Peer review

For TEAM project proposals, the selection by an independent selection commission is supported by a peer reviewer assessment focussing on the criterion 'scientific quality'. Peer reviewers do not score but only comment the proposals in terms of strengths and weaknesses on the criterion 'scientific quality' (see also [6.2.](#))

5.2.3. Follow-up of selection commission meeting

The selection meetings will take place in the 1st week of September 2018 (indicative). During the meeting of the Regional Selection Committee the promoter is not expected to orally defend his/her proposal. The Bureau UOS and government (DGD) will ratify this selection.

Once the VLIR-UOS Bureau and DGD will have taken their final decision as to the selection of the project proposals, all promoters will be informed of the outcome of the selection process and the reasons for approval or rejection of their proposal(s).

All TEAM/SI/JOINT 2019 selected by VLIR-UOS, will be integrated in the revised budget (due end of September 2018) for the remaining years of the VLIR-UOS multiannual actor programme and specific country programmes for the period 2017-2021, and submitted for approval by the Minister for Development Cooperation in the second semester of 2018.

6. Application modalities

6.1. Formulation

All projects need to be identified and formulated following the general principles of the Theory of Change approach and the Managing for Development Results paradigm. This involves formulating a project strategy, analysing stakeholders and identifying engagement strategies, defining objectives, identifying indicators, managing risks, integrating transversal themes, etc. VLIR-UOS foresees project formulation guidelines (cfr. [Background document 1](#)). These guidelines provide a clear and succinct overview of what is expected from the formulation process and provides ample examples. Use of these guidelines is strongly advised.

6.2. Formats

A project proposal for a TEAM, South Initiative and JOINT project must comprise the following parts:

FORMATS	COMMENT
Proposal	
Logical Framework Matrix (LFM)- Operational Plan (OP) – Risk Matrix (RM)	
Budget	
CVs	
Written confirmation of local co-promoters	
List of potential peer reviewers	Only for TEAM
Peer review assessments (external reviewers) - to be delivered directly by the reviewers to VLIR-UOS	Only for TEAM
List of topic related scientific documents	Optional

All compulsory fields are to be completed within the proposal format. The format must be signed by the Flemish and local promoter (can be an electronic signature).

Besides the documents listed above, other annexes are not accepted. They are not sent to the members of the selection committee.

For more information on the formats, see [section 8. 'Annexes and background documents'](#).

➤ **Written confirmation local co-promoter(s)**

In case (a) local co-promoter(s) is (are) involved in the project proposal, the project proposal has to contain a confirmation (e.g. e-mail) of the co-promoter(s) in which he/she/they confirm(s) his/her/their co-promotership. This is particularly relevant for projects involving networking/twinning between local partner institutions in the context of a specific country strategy.

➤ **Brief CV local and Flemish (co)promoters**

The local and Flemish (co)promoters, and the key researcher(s) involved, must submit a brief curriculum vitae, in a free format, but limited to the relevant information, in English (or French for DR Congo) (max. 2 pages).

➤ **For TEAM: list of potential peer reviewers**

For TEAM proposals, VLIR-UOS requests a list of 6 potential peer reviewers to be indicated in a list, joined by a declaration of independent status (see [Annex 4](#)).

Those 6 candidates will be contacted by VLIR-UOS after receiving the project proposal. VLIR-UOS requests minimum 2 peer reviews per TEAM project proposal.

The list of criteria for eligible peer reviewers are described in the selection system document of VLIR-UOS (see [background document 6](#)).

6.3. Submission Modalities

6.3.1. General

Promoters are invited to submit full proposals in one round, meaning that immediately a full application form is submitted. Proposals are submitted in a phased system, first to the ICOS at the level of individual universities or university associations (relevant for the university colleges), and then to VLIR-UOS. Proposals should be submitted in English, only for DRC the proposal can also be submitted in French⁶.

6.3.2. Online submission

All project proposals must be submitted in the VLIR-UOS database located at data.vliruos.be.

Promoters/ICOS that already have an account in the database, can simply sign in using their username and password. Promoters/ICOS that do not have an account yet, should register. Note that you must assign an eligible Flemish institution to your account. If you do not, you will not be able to see this open call in the database.

For more information on how to submit your proposal in the VLIR-UOS database, please consult [background document 5](#). If you still have questions, please contact data@vliruos.be.

All annexes below must be uploaded as attachments in the VLIR-UOS database, prior to submission in the VLIR-UOS database. Promoters will no longer submit hard copies and as a result VLIR-UOS accepts scanned signatures in the application phase.

6.4. Deadline

6.4.1. Project application

This concerns the deadline that applicants should respect when submitting to the ICOS.

Proposals must be submitted to the ICOS of the Flemish university association via the database (specific arrangements on how to proceed might be made at the level of the association, check with your ICOS how your institution deals with this internal procedure):

- at the latest on **17 May 2018**.

How? This can be done by clicking 'Submit to ICOS'. Please consult the manual for more information (see [background document 5](#)). Note that submitting your proposal in the database will take a minimum amount of time. It is therefore recommended to start this process a few days before the deadline at the latest.

After submission of the project proposal to the ICOS of the Flemish association, a first eligibility check will be done by the ICOS and the proposal will be updated by the promoters, if necessary.

The deadline for the submission of the final project proposals by the ICOS to VLIR-UOS is 7 June 2018 at 18H00 Belgian time.

⁶ Note that the language in the VLIR-UOS database is English. However, the fields (to be filled in in the database) can be filled in in French for DRC.

6.4.2. Peer review

Peer reviewers (min. 2) (only for TEAM project proposals) should submit their report directly to the VLIR-UOS secretariat and not via the applicant or the ICOS. The deadline for submission of the peer review is different from the deadline for the submission of the proposals by the ICOS to the VLIR-UOS secretariat. For this call the deadline of submission of the peer review assessments to VLIR-UOS is **25 June 2018**.

6.5. Application support

The ICOS function as liaison between the VLIR-UOS secretariat and the individual Flemish institutions and academics/lecturers. The ICOS are the first line contact persons to assist the promoters with the elaboration of their project proposal (eligibility check, explanation of the financial guidelines, assistance in the elaboration of the logical framework matrix, etc).

As a general principle support will be provided in a multi-stage process, in which applicants first contact the ICOS on the level of their institution. The ICOS will where needed cluster and forward those questions they cannot answer to VLIR-UOS. Questions related to the VLIR-UOS database can be sent or forwarded to data@vliruos.be.

In the case of this call at least 1 central information session TEAM-SI and JOINT (or a session per association and a specific university colleges session) will be organised in Brussels on *19 March 2018*. Training session(s) on renewed M&E guidelines and database submission can also be organised centrally or at level of the associations. Please check our [website](#) or the ICOS for updates.

6.5.1. Contact addresses of the ICOS

University Association	Name	Address	Phone	Email
KU Leuven Association	Tupac Calfat	International Office, VLIR-UOS ondersteunde programma's Naamsestraat 63 - bus 5001, 3000 Leuven	+32 16 37 94 40	Tupac.Calfat@kuleuven.be
Associatie Universiteit Hogescholen Antwerpen &	Katharina Verstraelen	International Relations Office Gratiekapelstraat 10, 2000 Antwerpen, Belgium	+32 3 265 44 07	Katharina.Verstraelen@uantwerpen.be
Ghent University Association	Nancy Terryn	Dienst Onderzoeksangelegenheden - Afdeling Onderzoekscoördinatie Sint-Pietersnieuwstraat 25, 9000 Gent	+32 (0) 9 264 98 14	Nancy.Terryn@ugent.be
Associatie Universiteit-Hogescholen Limburg	Stephanie Frere	Dienst Internationalisering en Ontwikkelingssamenwerking (DIOS), Campus Hasselt,	+32 (0) 11 26 80 15	Stephanie.Frere@uhasselt.be

		Martelarenlaan 42, 3500 Hasselt'		
Universitaire Associatie Brussel	Jannes Motmans	Vrije Universiteit Brussel International Relations and Mobility Office Pleinlaan 2, 1050 Brussel	+32 (0)2 614 80 66	Jannes.Motmans@vub.ac.be

6.5.2. Contact at VLIR-UOS

Topic	Name and function	Phone	Email
General policy/country-specific info for Cuba, Ecuador and Peru	Peter De Lannoy <i>Programme Coordinator</i>	+32 2 550 19 64	Peter.Delannoy@vliruos.be
M&E policy and format guidelines TEAM-SI-JOINT	Koen De Koster <i>Programme officer M&E</i>	+32 550 19 69	Koen.Dekoster@vliruos.be
Country-specific info for Uganda, Kenya and Tanzania	Herman Diels <i>Programme officer</i>	+32 2 550 19 62	Herman.Diels@vliruos.be
Country-specific info for DR Congo and Morocco	Kathleen Wuytack, <i>Programme officer</i>	+32 2 289 05 55	Kathleen.Wuytack@vliruos.be
Country-specific info for Bolivia and Ethiopia	Wannes Verbeeck <i>Programme officer</i>	+32 2 550 19 68	Wannes.Verbeeck@vliruos.be
Country-specific info for South Africa, Vietnam, Cambodia	Christophe Goossens <i>Programme officer</i>	+32 2 550 19 65	Christophe.Goossens@vliruos.be
Country-specific info for the Philippines, Indonesia, Nicaragua and Rwanda	Inge Vandevyvere <i>Programme officer</i>	+32 2 550 19 67	Inge.Vandevyvere@vliruos.be

7. Timeline

STEP IN PROCESS	RESPONSIBLE	DATE
Launch Call	VLIR-UOS Secretariat	5 March 2018
Deadline for Submission to ICOS	Flemish academics	17 May 2018
Deadline for Submission by the ICOS to VLIR-UOS	ICOS	7 June 2018 (18H00 Belgian time)
Eligibility Check	VLIR-UOS Secretariat	Within 2 weeks after final submission date
Notification of Eligibility	VLIR-UOS Secretariat (ratification by Bureau UOS indicative 29/06/2018)	Max. 4 weeks after final submission date
Selection Commission Meeting	VLIR-UOS Secretariat	1 st week of September 2018 (indicative)
Ratification of Selection	Bureau UOS and DGD	Last week of September 2018 (indicative)
Notification of Selection	VLIR-UOS Secretariat	October 2018
Indicative signing of contract	VLIR-UOS and partner institutions	December 2018 (indicative)
Indicative start of activities	Project promoters	1 January 2019

8. Annexes and background documents

8.1. Enclosed formats (annexes)

Formats that are enclosed and which have to be submitted:

<u>Annex 1</u> : Format for a project proposal	<i>This format is to be followed when drafting the project proposal. Please note that for JOINT projects a specific format -included as annex 1b for JOINT projects- is to be used.</i>
<u>Annex 2</u> : Format for the logical framework matrix, the operational plan and risk management matrix	<i>A project proposal is only complete if a logical framework and an operational plan are added. This document gives you the format of a logical framework, an indicative operational plan and a risk management matrix.</i>
<u>Annex 3</u> : Budget proposal	<i>A project proposal is only complete if a duly completed and detailed budget is added. This document gives you the format of a budget table.</i>
<u>Annex 4</u> : List of potential peer reviewers (only for TEAM)	<i>A project proposal for TEAM is only complete if a list of 6 potential peer reviewers is added. This document gives you the format of the list, joined by a declaration of independent status.</i>
Curricula vitae	<i>A project proposal is only complete if a brief CV (max. 2 pages) of all Flemish and local (co-)promoters is added</i>
Confirmation of local co-promotership	<i>A project proposal is only complete if a written confirmation of co-promotership by the local co-promoter(s) is added (if applicable) (free format: document/email)</i>
List of scientific documents	<i>List of topic related scientific documents available (max. 3 pages) (optional)</i>

8.2. Background documents (accessible at www.vliruos.be)

Following background documents can be downloaded from the VLIR-UOS website when formulating a project proposal (background doc 1 to 6: generic guidelines for project formulation and financial guidelines; background doc 7 to 23 – document per country) :

<u>Background document 1</u> : Formulation Guidelines for TEAM, South Initiatives and JOINT projects (specific for departmental project proposals) (version of February 2018).	<i>This document provides you with explanation on the M&E concepts that are to be applied when elaborating TEAM, South Initiative and JOINT project. Also more information on the transversal and</i>
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	<i>priority themes can be found in the document</i>
<u>Background document 2:</u> VLIR-UOS financial guidelines for departmental projects (TEAM/South Initiatives/JOINT projects) (updated version of 28 February 2018)	<i>The VLIR-UOS financial guidelines indicate what expenses are allowed in the framework of departmental projects (TEAM, South Initiative, JOINT), which budget lines are foreseen in the budget plan and how expenses have to be accounted for (for per diem and hotel allowances, and scholarship guidelines and allowances, see background documents 3 and 4).</i>
<u>Background document 3:</u> VLIR-UOS Hotel and per diem allowances from the 22nd of November 2017	<i>Those amounts are to be used to budget the hotel and per diem costs for international visitors.</i>
<u>Background document 4:</u> Allowances and guidelines for scholarships facilitating a stay in Belgium	<i>Those rules and amounts are to be used to budget the scholarship costs for all projects. Please note that the scholarship amounts are currently under revision and that new amounts might apply as of 2019.</i>
<u>Background document 5:</u> Instructions for the submission of proposals via the database	<i>This document provides you with explanation on how to submit a project proposal via the database</i>
<u>Background document 6:</u> VLIR-UOS Selection System – Policy and Guidelines	<i>The selection system document describes the selection modalities for all VLIR-UOS calls for proposals, and relevant here is the chapter on the regional selection commissions and calls for departmental projects.</i>

Background doc 7 to 23 – documents per country, with information on the country strategy and the joint strategic framework (*Projects should maximally align with the identified themes and priorities for cooperation in the country strategy and look for synergy and complementarity with the listed actors*):

<u>Background document 7:</u> Bolivia
<u>Background document 8:</u> Cambodia
<u>Background document 9:</u> Cuba
<u>Background document 10:</u> RD Congo
<u>Background document 11:</u> Ecuador

Background document 12: Ethiopia
Background document 13: Indonesia
Background document 14: Kenya
Background document 15: Morocco
Background document 16: Nicaragua
Background document 17: Peru
Background document 18: Philippines
Background document 19: Rwanda
Background document 20: South Africa
Background document 21: Tanzania
Background document 22: Uganda
Background document 23: Vietnam

Abbreviations

DGD	Directorate General for Development Cooperation
FYP	Five Year Programme
HEI	Higher Education Institution
ICOS	Institutional Coordinator for Development Cooperation
ITS	Information and Technology Services
IUC	Institutional University Cooperation
JCA	Joint Context Analysis
JOINT	Joint (inter)national Academic Networking projects
JSF	Joint Strategic Framework
LFM	Logical Framework Matrix
OP	Operational Plan
PCM	Project Cycle Management
RMM	Risk Management Matrix
SI	South Initiatives
TEAM	TEAM projects
ToC	Theory of Change
UOS	Universitaire Ontwikkelingssamenwerking (University Cooperation for Development)
VLIR	Vlaamse Interuniversitaire Raad (Flemish Interuniversity Council)
VLIR-UOS	VLIR-Universitaire Ontwikkelingssamenwerking (VLIR-University Cooperation for Development)
ZAP	Zelfstandig Academisch Personeel (Independent Academic Personnel)