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**FISRT STAGE PROJECT PROPOSAL FOR A HEI-ICI PROJECT**

# HIGHER EDUCATION INSTITUTIONS -

# INSTITUTIONAL COOPERATION INSTRUMENT (HEI-ICI) 2020-2024

## A. BASIC INFORMATION ABOUT THE PROJECT

1. **Name of the project**
2. **Project summary**

Short descriptions of the proposed project, maximum 250 words

1. **Theme of the project**

Eligible themes are solving the learning crisis, climate change or innovations.

1. **The total amount of state grant applied (applicant and partners are committed to provide 20 % of own financing in addition to state grant).**

Note: If selected for the Call for Final Applications, the amount applied may not be increased at that stage.

1. **The expected duration of the project**
2. **The developing countries where the project will be implemented**
3. **Date of the project proposal**

## B. INFORMATION ON APPLICANT AND PARTNERS

**1. Applicant: the commitment from the Finnish Higher Education Institution**

The Call is targeted to Finnish higher education institutions and only these are eligible applicants. The applicant is the official contractual partner of the MFA and is responsible for the lawful use of all funds.

|  |  |
| --- | --- |
| Name of the higher education institution, email, address |  |
| Identification number to tax authorities |  |
| Contact person / Coordinator, email, phone, address |  |
| Name of the authorizing person (with legal authority to sign on behalf of the institution), title**, signature** |  |
| Name of the project, also short name/abbreviation |  |
| Date of the project proposal (as stated in section A) |  |

**2. Partner HEIs in developing country: the commitment**

The partner HEIs can be universities, universities of applied sciences, teacher training colleges or their equivalents that have the right to award higher education degrees. They can be public or private HEIs but they cannot be owned (majority) by foreign HEIs or foreign companies.

|  |  |
| --- | --- |
| Name of the partner institution, address |  |
| Name of the contact person, email, address |  |
| Name of the authorizing person, title, **signature** |  |
| Name of the project, also short name/abbreviation |  |
| Date of the project proposal (as stated in section A) |  |

If there are several partner universities, the box above can be copied and pasted so that each partner has its own box.

Note: If it is difficult to fill the complete form with several signatures within this application document, a separate scanned page can be prepared and attached to this application document for each partner HEI in the developing countries. The additional page should have information included in the box and reference to the HEI-ICI application form (name of the project and date of the project proposal). All pages are included in the final pdf application document.

**3. Collaborating Finnish partner HEIs**

|  |  |
| --- | --- |
| Name of the partner institution, address |  |
| Name of the contact person, email, address |  |
| Name of the authorizing person, title, si**gnature** |  |
| Name of the project, Also short name/abbreviation. |  |
| Date of the project proposal (as stated in section A) |  |

If there are several partner universities, the box above can be copied and pasted so that each partner has its own box.

Note: If it is difficult to fill the complete form with several signatures within this application document, a separate scanned page can be prepared and attached to this application document for each partner HEI. The additional page should have information included in the box and reference to the HEI-ICI application form (name of the project and date of the project proposal). All pages are included in the final pdf application document.

**6. Expected other partners to be involved through subcontracting: type (e.g. NGO, association, company government agency) and task (e.g. networking services, information dissemination, IT-services, expertise in business contacts)**

Short description

## C. THE DESCRIPTION OF THE PROJECT

***Qualitative evaluation criteria***

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| --- | --- |
| ***1. Project logic/theory of change: describe how the process of enhancing capacity creates maximum impact (max 1000 words, additional words not included in assessment)*** | 30 |
| Describe the specific outcome of the Project. Describe how the outcome is linked with the defined outcome and impact at the Programme level.  Describe the approach. Explains why and how the planned methods of implementation support each other in a comprehensive way so that the expected outcome can be reached within the time available and with the capacity of the partnering institutions and persons. Describe the change process over time, including changes in skills, material resources, tools and attitudes.  Describe the critical elements for enhancing the impact so that, within the existing time limit, the project can ensure its goals as well as reach *maximum impact* among the teaching staff and the students of the partner country HEIs.  Describe the strategic choices made to enhance effectiveness and cost-efficiency. This includes the possibilities to work with more than one partner country university. Describe the strategic choices made to address HRBA and crosscutting objectives. Describe the ways to reach the final target group, the students. |  |
|  |  |
| ***2. The analysis of risk and challenges, and the ways to overcome them (max 800 words)*** | 20 |
| Analyse the risks (contextual, programmatic and institutional) and describe their potential impact on reaching the outputs and outcome. Describe possible previous experiences in solving similar kind of risks and the methods used to mitigate the problems.  Explain how your project design is already directed towards avoiding the most apparent and avoidable risks. |  |
|  |  |
| ***3. Relevance and complementarity (max 800 words)*** | 20 |
| Describe the relevant policies of the partner country and partner country institution specifically related to the outcome of the project, and the institutional mechanisms to address them.  Describe the other related activities of the partner country institutions and the complementary of the project. Describe the other related activities of the Finnish development cooperation and universities (including the applicant) in the partner country and their complementarity to the project.  Describe the wider benefits of the partnership arrangements for thematic networking within Finland and with the partner country institutions.  Describe potential benefits for commercial Team Finland work. |  |
|  |  |
| ***4. The quality of partnership: the capacity of the applicant, developing country partner institutions and Finnish partner institutions to implement the project (max 1000 words)*** | 30 |
| Describe the names, titles and experience of the key persons. Describe whether the partnership has the necessary skills, experience, expertise and management support, based on previous experiences if relevant, to successfully deliver all aspects of the project.  Describe the institutional competences of the Finnish HEIs and the partner country HEIs to implement the project.  If possible, younger universities with less international exposure from developing countries should also be included in the partnership, even when it creates more challenges.  Show evidence of joint preparation and joint definition of the needs and objectives, as well as the signs for the institutional commitment to the project. Describe possible earlier cooperation between the partners if relevant.  Describe how local ownership will be nurtured and developed during the project.  Where relevant, describe how the project involves non-academic partners (NGOs, companies) and their specific expertise to interact within project in order to provide specific services or to enhance the contacts with the labour market and the surrounding society.  Describe whether the project partnership arrangements facilitate a wide impact and possible multiplier effects, including wider coverage in the target country/ region. |  |
|  |  |
| TOTAL SCORE | 100 |

Annex 1 **Notes on the Call for Proposals**

**1. Procedure**

All necessary instructions are given in the EDUFI website <http://www.cimo.fi/programmes/hei_ici> .

The Call for proposals is based on the Finnish law for state grants (valtionavustuslaki).

The selection of the projects takes place in two phases. Based on the Call for Proposals, some applications will be rejected. Some are selected for the next stage, namely the Call of Final Applications. The number of applicants selected for the second stage is larger than eligible financing. Thus, there is still some competition available in the second phase. The decisions for financing are made based on the decisions made after the Call of Final Applications.

The applicant is expected to fill this Proposal form as well as the electronic application form in the EDUFI website. The best proposals are selected as eligible applicant for the Call for Final Applications.

The Call for Proposals will close on the time defined in the EDUFI website. Any application received after this time will not be taken into consideration.

Maximum 20 proposals will be selected as shortlisted eligible applicants for the final call. The final call will be opened on the date defined in the EDUFI website. The decisions for financing will be done on the date defined in the EDUFI website and the financing will be available from early 2020 onwards.

The selected projects will be provided MFA funding in the scale of 0,3 m€ - 2,0 m€ with the duration of maximum four years.

**2. The strategic objectives of the financing instrument HEI-ICI**

The expected impact and outcome as well as other guiding principles are presented in the *Programme Document for HEI-ICI 2020-24* available in the EDUFI website.