

Format for TEAM Concept note proposals

30 November 2021

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| **Legend***📝* refers to Excel sheet with tabs per module for formulation, highlighted in orange in the text*Wegwijzer met effen opvulling*refers to modules in the formulation guidelines Leave No One Behind principle (LNOB) Interconnectedness & indivisibility principle (INT) Multi-stakeholder partnerships (MSP) Gender |

# Project proposal[[1]](#footnote-2) TEAM Concept note

# GENERAL INFORMATION

*📝 This information will be included in an online environment, meanwhile use the excel format*

|  |
| --- |
| Project information |
| Country of the project  |
|  |
| Project title |
|  |
| Project Summary (Max. 10 lines) |
|  |
| Project duration *(max. 5 years)*  |
|  |
| Expected date of project start  |
| 1 September 2022 (or later) |

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| **Institutions / promoters** |
| Flemish institution (s)  |  |
| Flemish promoter (s) (*add in case of co-promoters*) |  |
| Partner institution (s)  |  |
| Partner promoter (s) (*add in case of co-promoters*) |  |

|  |  |
| --- | --- |
| **Sector code** |  Drop down menu |
| **Policy markers** |  Drop down menu |
| **Thematic tags** |  Drop down menu |

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| **Sustainable Development Goals (SDG)** |
| Main SDG |  Drop down menu |
| Additional SDG |  Drop down menu |

# Module 1: Context / Problem analysis

*See Formulation guidelines page 12 to 15 for more information on how to develop this module.*

* Take into account the transversal themes* ***gender*** *and* ***environment*** *in this analysis.*

## Sustainable development context

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| Describe the key sustainable development problem(s)/ developmental challenge(s) that the project wants to tackle and its **regional or local context** (including local and national policies). *(Link with the selection criterion 1. relevance and coherence)*   |
| ***Maximum 0,5 page*** |

## Institutional context of the partner institution

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| Analyse capacity constraints at level of the partner institution (higher education or science institution) and in particular the key strengths and weaknesses of the involved research& educational teams/units/departments. Describe the added value of the project in addressing these constraints and in enabling the partner institution to become a driver of change (within the sustainable development context described under 1.1.) linked with the proposed project outcomes |
| ***Max. 0,5 page*** |

# Module 2: Impact statement, ToC and strategy

*The VLIR-UOS ToC model for TEAM/SI projects can be considered as an easy rough guide to be specified/adapted in order to fit with your project.*

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| **Impact statement***The impact statement should briefly describe the long-term change (=impact) to which the project wishes to contribute. What are the ambitions/dreams of the proposed project? change process should be identified during this exercise and included in Module 6 on risks.*  |
| **📝 Please use the format in excel to fill out the impact statement in Module 2. (*Max. 500 characters*)** |

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| **Theory of change****Narrative description of the change process / pathways and assumptions**Develop a Theory of Change which serves as a compass for the project strategy. This narrative description of the change process should build further on the context analysis of Module 1 and explain the flow between:*Explain the flow between:** *The sustainable development related objective or dream (=****impact****) to which the* ***project*** *wishes to contribute (in line with Agenda 2030 and the SDGs)*
* *and the* ***outcome(s) (=specific objectives)*** *the project can realistically achieve* (*by aligning with the standard VLIR-UOS outcome areas foreseen in the VLIR-UOS ToC) ( note: include short Outcome statement in the* **📝 excel matrix**)
* and expected intermediate changes (=results) linked to one or more six standard VLIR-UOS project domains and a first reflection on the type of proposed activities in these domains that will lead to outcomes, incl. particular attention for the standard domain dissemination/uptake strategy
* *When elaborating, the most important uncertainties / assumptions/risks related to the change process should be identified as well*

***Wegwijzer met effen opvullingSee******formulation guidelines page 19-29*** *Fit with selection criterion 2 on the Quality of design the proposal (descriptor 2.1.)* |
| ***Max. 1 1/2 page for the theory of change narrative***  |

*During the stage of Fully fledged concept notes, this narrative will be complemented and activities and indicators will be detailed along the selected VLIR-UOS standard project domains (domains of intermediate change).*

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| **Methodological approach*** Describe the proposed generic methodology/ies (research, education, etc.) to realise the envisaged changes at project level and indicate what is creative and innovative.
* Explain the project strategy in terms of the integration of gender and environment (Reflect on the actual gender situation and explain the potential impact of the project strategy).
* The reflection can also include the integration of D4D (ICT, library, e-learning…)
* Reflect also on how the conditions will be created for uptake of new knowledge, services and applications by external (outside the partner institution) stakeholders (e.g. local communities, policy makers, local industry, etc.)?

*Link with selection criterion 2 (e.g. level of innovation, creativity, originality and methodological approaches, interdisciplinarity, etc.)* |
| ***Max. 2 pages***  |

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| Describe the **challenges** for the **sustainability** of the project results after VLIR-UOS funding in terms of capacity retention, continuation of improved research/education/extension activities, dissemination of results, gender balance, etc. and the **possible strategies** to tackle those challenges. |
| ***Max. 0,5 page***  |

# Module 3: Organisation

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| **Presentation of the project partners (*concept note stage identification, can be complemented in case of selection for stage 2*)** |
| Partner team (promoters, team members*)* | Experience and contribution (know-how, expertise, etc.) to the project |
| *📝 use the format in excel to fill in the presentation of project partners* |  |
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| Flemish project team (promoters, team members*)* | Experience and contribution (know-how, expertise, etc.) to the project |
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| **How is the project structured / organised?** *Free format, short description of the project organisational structure and distribution of responsibilities with attention for balanced partnership structures and interinstitutional cooperation.*  |
| ***Max. ½ page***  |

# Module 4: Stakeholder Analysis and coherence

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| Stakeholder analysis: Describe and analyse the **key** stakeholders that will be involved in, or will benefit from the project. These include both internal (inside HEI, but external to project team) and external (outside HEI) stakeholders, and direct and indirect beneficiaries. Differentiate by sex when relevant. Please do not list the project team, the department involved or specific individuals.  |
| **Max. 1/2 page.**  |

**Coherence**

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| **External coherence - Synergy and/or complementarity with other actors** *Description of the complementarity and/or synergy with initiatives taken in the same domain / context by other organisations (local, regional, Belgian actors, etc.).*  |
| ***Max. 1/2 page*** |

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| **Internal coherence - Synergy and/or complementarity with other VLIR-UOS funded activities** |
| ***Max. 1/2 page*** |

# Module 5: Planning and budgeting

*No details required in Stage 1 TEAM Concept Note, except the indication of the total requested budget*

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| Please motivate whether you would opt for the normal **max. budget of 280.000 EUR,** or request an extra 20.000 EUR up to **300.000 EUR if an inter-institutional setting** is foreseen with different roles at level of Flemish and/or local HEIs) |
| ***Max. 500 characters***  |

# Module 6: Risk management

*Not applicable in Stage 1 TEAM Concept Note*

# Module 7: Monitoring and reporting

*Not applicable in Stage 1 TEAM Concept Note*

# Module 8: Learning and steering

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| Indicate whether this project proposal is a **continuation** of an existing intervention or a project in finalisation phase. List, if relevant, **previous** experiences, projects **between the project partners** and describe the achievements / actions already undertaken. How will lessons learned from previous experiences be taken on board? In case the project has been submitted previously, please also indicate how you dealt with shortcomings as compared to a previous proposal |
| ***Max. 0,5 page***  |

1. Note: this is a working document. This information will be included in an online environment, meanwhile use this word format for the narrative questions and an excel format for standardized data per module. [↑](#footnote-ref-2)