

Format for Short Initiative (SI) proposals

Version of 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) Short Initiative (SI)

# GENERAL INFORMATION

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

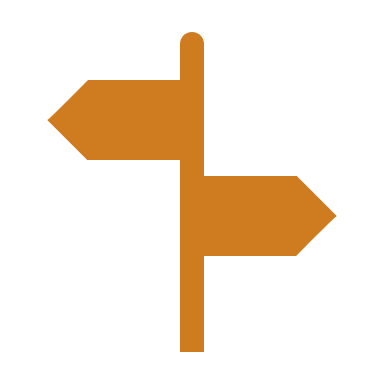
|  |
| --- |
| Project information |
| Country of the project |
|  |
| Project title |
|  |
| Project Summary (Max. 10 lines) |
|  |
| Project duration *(max. 5 years)* |
|  |
| Expected date of project start |
| 1 September 2022 (or later) |

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| --- | --- |
| **Institutions / promoters** | |
| Flemish institution (s) |  |
| Flemish promoter (s) |  |
| Partner institution (s) |  |
| Partner promoter (s) |  |

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| --- | --- |
| **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 institu-tion) 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 devel-opment 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 how these 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 ½ page for the theory of change narrative*** |

This narrative is to be complemented, detailed in the *📝 excel format* where you should:

* Select the relevant project domains for your project
* Formulate an intermediate change statement per selected project domain
* Formulate activities/identify deliverables

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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 (Reflect on the actual gender situation and explain the potential impact of the project strategy) and environment. * 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.*  How will the tasks be divided among the involved partners (local – Flemish) in a balanced way? |
| ***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. | | |
| **Stakeholder** | **Interest & influence (high/medium/low)** | **How will the stakeholder be involved in the project (stakeholder engagement strategy :** *(e.g. community-based research, participatory research methods, multi-stakeholder partnership, value chain / food system approach,… ).***)** |
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**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*** |

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# Module 5: Planning and budgeting

*📝 use the excel format for the planning of each selected activity per project domain, include basic planning per Quarterly*

***The requested project budget is to be detailed in Annex 2***

# Module 6: Risk management

*Not applicable*

# Module 7: Monitoring and reporting

*📝 use the excel format and minimally provided base line and targets for those standard indicators that are relevant for your project. You can add optional indicators if found relevant.*

# 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)