



DEVELOPMENT PARTNERSHIPS
IN HIGHER EDUCATION

DeIPHE APPLICATION FORM – ROUND 4 (Issued September 2008)



The United Kingdom's international organisation for educational opportunities and cultural relations. We are registered in England as a charity.

DeIPHE APPLICATION FORM

The lead HE institution partner (from one of the 22 bilateral focus countries) should complete this form in consultation with all partners and submit it to the local British Council office.

It is recommended that applicants first read the DeIPHE Guidance Notes & Financial Guidelines which provide step-by-step instructions on applying for funding. If you would like any advice or assistance completing this form, please contact the appropriate British Council office.

1. PROJECT BASICS

1.1 Title of the project

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1.2 Type of partnership

Please indicate the type of project and list all the countries involved in this partnership. (Refer to Annex 4 of Guidance Notes for the different types of partnerships.)

Type of partnership	Lead Partner Country	Other Partner Countries
<i>E.g. Multilateral</i>	<i>Zambia</i>	<i>UK, Zimbabwe, India & France</i>

1.3 Project partners

Please include details for all project partners (please expand and add more tables as necessary).

LEAD PARTNER INSTITUTION						
(please note Ministry Departments, NGOs and hospitals which are not affiliated to HEIs cannot be lead partners but can be involved as named partners)						
Name of HE institution						
Type of Institution , e.g. university (public or private), college, research institute, medical institution)						
Project coordinator						
Position						
Department						
Address						
Country						
Phone	Country Code:	+	City Code:		Phone Number:	
Fax	Country Code:	+	City Code:		Fax Number:	
Co-ordinator's email						
Department website						
Department email						

PARTNER 2	
Name of partner	
Type of Institution , e.g. university (public or private), college, research institute, medical institution,	

NGO, ministry department, business)						
Project coordinator						
Position						
Department						
Address						
Country						
Phone	Country Code:	+	City Code:		Phone Number:	
Fax	Country Code:	+	City Code:		Fax Number:	
Co-ordinator's email						
Department website						
Department email						

PARTNER 3						
Name of partner						
Type of Institution, e.g. university (public or private), college, research institute, medical institution, NGO, ministry department, business)						
Project coordinator						
Position						
Department						
Address						
Country						
Phone	Country Code:	+	City Code:		Phone Number:	
Fax	Country Code:	+	City Code:		Fax Number:	
Co-ordinator's email						
Department website						
Department email						

PARTNER 4						
Name of partner						
Type of Institution, e.g. university (public or private), college, research institute, medical institution, NGO, ministry department, business)						
Project coordinator						
Position						
Department						
Address						
Country						
Phone	Country Code:	+	City Code:		Phone Number:	
Fax	Country Code:	+	City Code:		Fax Number:	
Co-ordinator's email						
Department website						
Department email						

1.4 Project background

Is your partnership a result of the British Council's online DelPHE Partner Finding Tool? If so, please give details and any feedback on your experiences of using this tool.

How has the relationship with the partner institutions been developed, and how long have you been working together if this is not a new partnership?
If it is a new partnership please tell us what and how each partner will contribute and add to the project.
If partners have been working together for over 18 months – please tell us about your successes to date.

Has this partnership previously been in receipt of other DFID funding (HE Links, England Africa Partnerships or other) or applied for funding from Education Partnerships in Africa? If so, please provide full details including how many years of funding you received and what was achieved. How will the proposed DelPHE project build on/complement this?

1.5 Relevant experience

If appropriate, provide a short summary of the experience all partners have had in international partnership collaborations and project management.

1.6 Project team

Who are the core members of the project teams at the lead and partner HEIs and what are the roles, responsibilities and contribution of each member?

1.7 Status of application

Is your application new, referred back or a non-supported proposal from a previous DelPHE round? If referred back please tell us how you have responded to JSC recommendations and any feedback. How does this differ from your original proposal?

Also, please indicate here if this proposal has been submitted in previous rounds but did not make the BC overseas shortlist.

2. PROJECT RATIONALE - GOAL AND PURPOSE

2.1 Focus Areas

Indicate the Millennium Development Goal (MDG), theme and specialised subject area that this partnership falls under from the lists in Annex 2 & 3 of the *DelPHE Guidance Notes*. (Please select only one category under each area.)

AREA	CATEGORY (select only one, i.e. the most appropriate)
MDG (No. 1 – 8) (Annex 2)	
Theme (Annex 3)	
Subject specialisation (Annex 3)	

2.2 Project purpose (short-term impact)

Please provide a short summary on the overall purpose of the partnership –what is the key thing you are hoping to achieve by the end of the three year project? What will be the main benefit, improvement or change on institutions and people in terms of improvements in HE capacity/ systems, and/or changes in behaviour and attitudes? (Maximum of 500 words)

2.3 Project goal (wider impact)

Please provide a summary of the long term goal of the partnership – what are the wider MDG related problems and opportunities (country and or regional level) that the project will help to resolve? (Maximum of 500 words)

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2.4 Stakeholder and needs analysis

Please identify your primary, secondary and external stakeholders / beneficiaries? What will the benefits of your project be to these stakeholders/ beneficiaries?

Primary Stakeholders - Customers /Beneficiaries (Initial or immediate users of products or services which arise from the project)			
Secondary Stakeholders - Project team, Suppliers, Clients & Partners (Those involved in delivering the project)			
External Stakeholders (Those who are neither directly affected by the project nor intermediaries in the process but will have an influence on decision making and implementation and those who will benefit in the longer term, i.e. malaria patients, school children or farmers etc)			
Type	Who are they?	What are the expected benefits to stakeholders?	Numbers
Primary			
Secondary			
External			

Have you conducted a needs analysis with stakeholders, and how will you ensure their interests have been addressed and that they are actively engaged?

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Are there any risks/conflicts of interest?

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2.5 Institutional provision and communication strategy

Please provide an overview of the current provision which exists at the lead partner institution in the identified focus subject area. What tangible difference will this project make in helping to build and strengthen capacity at the lead and any focus country partner institution(s)?

How will partners communicate with each other and what will be done if the relationship encounters problems or breaks down?

2.6 – Wider country relevance

What wider social/economic development needs of the lead and any other focus countries are you addressing? Is there any tie in with development priorities/ strategies of national and/or regional representative bodies/ government?

3. PROJECT METHODOLOGY & RESULTS

3.1 Outputs and Outcomes

Please give details of the expected outputs and outcomes from the project, i.e. what will be produced within the life cycle of your DelPHE project. All applicants must complete all boxes in outcome 4, but should only otherwise complete boxes relevant to their project.

Please be realistic and only provide information on those outputs and outcomes which apply to your project and can sensibly be achieved.

Please also tell us about the success indicators or positive changes you hope to bring about that you will be evaluating your project against.

OUTPUT 1 (countables and deliverables)	Internationally recognised joint research studies/ publications
No. of planned joint research initiatives	
Titles and whether aimed at national or international audiences	

Type/level of research	
Who will own the Intellectual Property Rights?	
Stakeholders/ Beneficiaries	
Activity period, i.e. year 1, 2 or 3	
Project partner institutions who will be involved in this activity	
Expected impact of research findings by end of project	
Success Indicators*	
Assumptions and risks	

* **Success indicators for outputs should focus on efficiency (time, costs and quality).**

OUTPUT 2 (countables and deliverables)		New / revised programmes and courses developed which are relevant to country needs
Title of any new courses /modules to be developed	LEVEL (i.e. undergraduate, postgraduate, Masters, diploma, certificate, modules)	STATUS (i.e. new/revised)
1.		
2.		
3.		
4.		
5.		
(Add further lines as necessary)		
Which HE institution will be the awarding body particularly for any new courses? Please note wherever possible this should be the lead partner HEI		
Activity period, i.e. year 1, 2 or 3		
Current provision in these subject areas in all partner countries		
Target market & anticipated student numbers per annum, by project end		
Evidence of demand for courses – expected student enrolment?		
Success Indicators		
Assumptions and risks		

OUTPUT 3 – (countables and deliverables)	Professional development and staff training
ACADEMIC STAFF	
What training of HEI staff and students will be undertaken?	
Who will be trained, and what level e.g. academics, administrative staff, under graduate/postgraduate	
When – Proposed activity period: year 1, 2 or 3	
Numbers of staff involved in Professional Development Training	
Frequency (e.g. one off, on request, annually)	
Benefits of training	
Assumptions and risks (how will brain drain be avoided)	
WIDER COMMUNITY AND POLICY LEVEL	
Planned training of wider community/professionals	

Target audience and level e.g. junior midwives, senior civil servants, ministry officials	
When – Proposed activity period: year 1,2 or 3	
Number of people to be trained	
Frequency (e.g. one off, on request, annually)	
Benefits of training	
Assumptions and risks	

Please note that successful projects will be required to provide statistics in the annual progress report on the total number and gender of all project participants.

OUTCOME 4 (attitudes and behaviours)	Increased gender parity and numbers of women taking part in research and partnership courses
Total number of project team members	
How many of these are women?	
Estimated total number of participants in wider project activities, i.e. number of people to be trained, students undertaking newly designed courses	
Estimated no. of how many of these will be women?	
No. of women taking part in research and new/revised courses?	
What steps will the project team take to ensure (where appropriate) women are involved in project activities?	
Success Indicators*	
Assumptions & risks	

***Success indicators for outcomes are the positive changes you hope stakeholders will experience as a result of the project.**

OUTCOME 5 (attitudes and behaviours)	Improved networking and exchange of information between partner institutions
What are your plans for wider networking beyond the partner HE institutions? E.g. participation in research group, regional conference, regional research projects/publications?	
When; year 1, 2, 3 or post DeLPHE project	
What is the scale of this activity (e.g. regional conference with 1,000 attendees)	
Who is involved (i.e. no. of participants per HE institution, which institutions & countries)	
Benefits of participation?	
Success Indicators	
Assumptions & risks	

Outcome 6 (attitudes and behaviours)	Improved management and administration within HEIs in the focus countries
What are the planned changes to systems or processes (financial, administrative/ managerial) at the lead HE institution?	
What are your plans for leadership and/ professional or personal development or training for	

senior staff at the HE institution?	
What are the wider benefits and how will you share and disseminate the lessons learned?	
What are the benefits of changes to the HE institutions?	
Success Indicators	
Assumptions & risks	

4. MONITORING, EVALUATION AND SUSTAINABILITY

4.1 Monitoring progress and evaluation mechanisms

Please tell us about any *baseline studies* or *audit* partners have conducted, or will conduct against which you will be able to measure the success of your project.

It will be a requirement for the project team to review and assess the progress of the project at regular intervals, and report back to British Council. What processes and systems will you use to monitor and evaluate your progress against stated outputs, outcomes and purpose? What evidence will you collate?

4.2 Sustainability

How will the knowledge and skills be embedded in the lead/ other focus country HEI institutions in a sustainable way?

Detail how the stated outputs and outcomes will be sustainable after funding has ended, e.g. further funding, institutional strategy, recruitment of students to new courses.

4.4 Dissemination and Knowledge Transfer

How will the project team share information and skills more widely with stakeholders, beneficiaries, and other universities/ organisations?

Please tell us more about the level of engagement of policy makers and appropriate local organisations in your project at this stage?

How will any outputs/outcomes from your project be applied on the ground and translated into practice?

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5. PROJECT PLANNING & FINANCES

5.1 Year 1 activity

Please give an overview of the proposed activities in the first year and **link these to delivery of planned** outputs for year one; include brief details of any visits, workshops, training activities, field work and any regional events.

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5.2 Year 1 budget (see below for Years 2 & 3)

Please provide proposed budgets for the first activity year.

BUDGET HEADING *	AMOUNT (£'s sterling)
Travel, accommodation and subsistence costs	
Workshop/seminar costs	
Short course / conference costs	
Printing and publishing costs	
Temporary / new staff costs (Maximum of 10% of total budget)	
Project equipment costs (Maximum of £2,500 per project)	
Field work / local travel costs	
Other (please specify)	
TOTAL COSTS (For year 1 activities)	

* These are examples of budget headings; please add further headings as relevant for your project costs.

Year 2 and 3 budgets – **Successful projects should expect to receive around the same level of funding for Years 2 and 3 that is awarded in Year 1.** All successful projects will be asked to complete a detailed project planning spreadsheet with detailed activity plans and costs for Year 1 and subsequent years.

5.3 Other sources of funding

Do you plan or, are already in receipt of other sources of funding to carry out related activity? Please provide full details of the amount, nature & source of this funding.

6. AUTHORISATION & SIGNATURES

6.1 REQUIREMENTS FOR DELPHE PARTICIPATION

By completing this application form, departments of partner institutions are agreeing to become members of the growing DeIPHE community and database. By opting into this facility you are agreeing to receive messages regarding DeIPHE and for general information on your project to be shared across the programme.

If any partners **do not** wish to be added onto this facility, please indicate this here.

Projects will be evaluated annually against stated outputs and activities and will be required to submit progress and financial reports. Failure to comply with these reporting procedures could result in terminating the project and the withdrawal of DeIPHE funding.

By completing this document we understand you confirm your commitment to adhere to this reporting procedure. On successful projects, the application form and activity plan will act as a Memorandum of Understanding between the partner institutions and the British Council.

6.2 SIGNATURES

Lead Partner 1 - Signature, position and institution.

Partner 2 – Signature, position and institution.

Partner 3 – Signature, position and institution.

Add further signature boxes if required

6.3 EXISTING HEI AGREEMENTS

Please indicate whether a partnership agreement, terms of reference or an MoU is in place setting out the requirements and roles of all partners **Yes/No**

6.4 DECLARATION ON AVAILABILITY OF RESULTS OF DeIPHE PROJECTS

Do you agree to make any dissemination materials resulting from projects such as research papers, or recommendations, as appropriate, available to other HEIs in developing countries? **Yes/No**

7. BRITISH COUNCIL AND DFID SUPPORT (To be completed by BC overseas staff)

7.1 BRITISH COUNCIL SUPPORT

Total no. of applications received for DeIPHE funding.	
How many of these applications fall under each of these categories?	
Bi-lateral	
Multi-institutional	
Multi-lateral (3 countries)	
Multi-lateral (3+ countries) NB: Please indicate how many countries are involved)	
How many of the applications fall under each of these categories?	
South-North (involving UK institutions)	
South –South	
South-North (not involving UK institutions)	
How many of your applications have been short listed and submitted to the UK?	
Priority ranking for this proposal, in numerical order (1-5)	
Are all partner institutions in this application eligible to apply for DeIPHE funding?	

Please provide any relevant information about the local partner institutions.

How will the proposal contribute to strengthened HE institution capacity – and is this addressing a key need for HE in this country?

What is the direct relevance of the project to the local context and how will this application support wider social/economic development needs of the lead country/ region?

How does this proposal fit with local British Council strategic priorities and the priorities of other major stakeholders in the region, i.e. other projects or programmes?

7.2 LOCAL DFID SUPPORT

All proposals should be discussed with an appropriate local DFID adviser. Please contact British Council's DeIPHE team in the UK for appropriate DFID contact in your country.

Please provide details of which adviser the application was discussed with and give their comments and recommendation. It would be helpful if they could include an indication of how this project lines up with other DFID initiatives in the region.

If it has not been possible to obtain any comments please indicate why.

Signature of BC Director / DeIPHE Manager	
Date:	