



CALL FOR CAPACITY BUILDING PROPOSALS 2024-2025

I. Background

The central purpose and role of INQAAHE is to promote and advance excellence in higher education through the support of an active international community of quality assurance agencies. In order to achieve this goal, the Network focuses on the development of the theory and practice of quality assurance, the exchange and understanding of the policies and actions of its members, and the promotion of quality assurance for the benefit of higher education, institutions, students and society at large.

As an integral component of INQAAHE's strategic plan for the period 2023-2027, there are two paramount objectives: bolstering research in the realm of quality assurance (QA) and fostering the development of membership capacity. To better serve members and ensure INQAAHE adds value to the operations and functions of its members, we offer the INQAAHE Funding Scheme (IFS). The IFS provides grants to INQAAHE members on a competitive basis to promote implementation of innovative and enhancement projects aimed at enhancement of quality assurance systems worldwide.

The IFS is designed to:

- Create more capacity building for both advanced QA systems and developing ones;
- Enable enhanced cooperation among the INQAAHE members leading to a better understanding of the values, cultures and needs of different systems.

In the pursuance of these purposes, INQAAHE is allocating 10,000 USD to support one or more projects or initiatives that will support the **capacity building** and enhancement of quality assurance activities of its members.

II. Eligibility

This invitation is addressed to **INQAAHE Full and Associate members**.

Members can apply once every two years. Nevertheless, members can collaborate with other agencies as interagency collaboration is highly encouraged.

III. Types of interventions eligible for the Capacity Building grant

- Consultancy
- Training
- Workshops
- Development of policies, frameworks, procedures
- Internships

Members are encouraged to partner with other higher education quality stakeholders (i.e., other QA agencies, institutions, relevant organizations).

The project may build on existing funded research or projects (i.e., to enhance a quality assurance focus of an existing study/project).

INQAAHE will consider proposals for capacity building that will serve to advance practice in higher education quality assurance. A plan for capacity building should be submitted using the template in the appendix, including the provided table as well as the narrative explanations.

IV. Capacity Building Award

INQAAHE will fund up to three proposals for the period 2024-2025. Total funding will be limited to 10,000 USD.

V. Evaluation of proposals

The proposals will be evaluated against the following:

- **Completeness** of the application form;
- **Relevance** to the international, national or regional goals related to higher education quality assurance;
- **Appropriateness** of the project plan;
- **Feasibility** of the scope, timeline and resources;
- **Expected impact and benefits** on the QA system(s) and the benefits to the higher education system;
- **Authority and expertise** of project leaders;
- **Appropriateness** of budget requirements for the study.

VI. Timeline

The proposals, mid-term and final reports are to be submitted to the INQAAHE Secretariat at secretariat@inqaahe.org by the following deadlines:

1. Submission of the proposal: December 15, 2024
2. Notification to successful applicants: January 31, 2025
3. Mid-term report: as agreed
4. Final report: March 31, 2026

VII. Dissemination

INQAAHE requests that all Capacity Building project activities acknowledge INQAAHE as a funding partner and, where appropriate, utilize the INQAAHE logo. Activities may include meetings, consultations, presentations, communications, materials, marketing, etc.

Note that the final report to INQAAHE must include a project summary for posting on the INQAAHE website (pending Board approval).

INQAAHE reserves the right to disassociate with the project, should the Board feel the capacity building activities conflict with INQAAHE's mission and values or do not uphold the stated project purposes.

INQAAHE Funding Scheme

Application Template for Capacity Building Projects

1. Project Summary

1. **Project Title**
2. **Name of the primary coordinator** (include agency affiliation and contact information.)
3. **Status with INQAAHE** (e.g., full member, associate, affiliate.)
4. **Partnering organizations (if any)** (include primary contact information.)
5. **Amount requested** (up to 10,000 USD)
6. **Project summary** (250 words)
7. **Statement of the purpose or goals of the project** (250 words)

2. Project Plan Table

Capacity development focus	Stakeholders consulted	Current State	Desired State	Intervention Planned	Evaluation Plan	Time Frame	Budget & Funding needed	Project owner
Structure								
Competencies								
Management Systems								
Enabling policies								
Knowledge & Learning								
Leadership <i>e.g., Management Systems</i> <i>e.g., Reviewers training</i>								
Other								

3. Narrative

Proposals should include a narrative that explains the elements in the table above for **any** of the areas for which you seek to build capacity - it does not need to be for all of them.

For your capacity building focus area, please explain:

1. Your assessment of the current state
2. The desired state you hope to achieve after the planned intervention

3. The stakeholders you consulted in evaluating #1 and #2 above
4. The planned intervention to achieve the desired state, for which you are applying for funding
5. Your evaluation plan - how you will know if your intervention was successful
6. The time frame for:
 - a. implementing the intervention and
 - b. executing your evaluation plan
7. The individual and/or organization unit that has the primary responsibility for this capacity building project and their authority and expertise to execute it
8. Dissemination plan (indicate how you will share the findings of the work and how INQAAHE will be kept informed prior to the dissemination)

4. Budget

Your budget for the project (please include information on other funding sources as well as the INQAAHE funding you are requesting). Expenditures eligible for funding can include:

- Consultancy services (local and international);
- Staff costs;
- Organization of seminars, workshops, trainings;
- Travel costs and costs of stay (capacity building).