

NORHED

Seed Funding 2012

Guidelines for applicants

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1. Background and general information

1.1. About NORHED

Norwegian Programme for Capacity Building in Higher Education and Research for development (NORHED) is a new programme launched by the Norad. The aim of the programme is to strengthened capacity for institutions in the South to educate more and better qualified candidates, and to increase quality and quantity of research conducted by the countries' own researchers.

Based on a needs assessment in the relevant country, NORHED projects may encompass LMIC institutional capacity building elements like joint Norwegian-South research projects, competence building of staff through Master, PhD and Post Doc fellowships, administrative and small scale infrastructure strengthening . The projects must also aim to build and launch Master (and if needed Bachelor) programs responsive to needs in the LMIC, that should be possible to sustain at the LMIC institution after the NORHED funding has come to an end. Education programmes must focus on the long-term need for capacity building in the South, and the recruitment from the South region to the education programmes must be ensured.

NORHED is organised in sub programmes with specific thematic and/or geographic focus areas critical for human, social and economic development, and where Norway has a strong competitive advantage and/or can make a special contribution in collaboration with partners aligned with the Norwegian development policy.

NORHED is funded by Norad.

More information about NORHED can be found in the NORHED Programme Document and at Norad's web site; www.norad.no/norhed.

1.2. NORHED seed funding

Calls for applications for seed funding will be issued prior to a main call to allow for scoping of opportunities, including new partnerships, and preparation by the partner institutions of a project application.

An application for seed funding should give an outline of the project concept.

The seed funding application shall be submitted jointly by the LMIC and Norwegian partner institutions. For administrative reasons, the seed funds will be transferred to one institution, selected by the partners. For main NORHED projects, the preferred partnership model is where the South based institution holds the lead, underscoring the aim of southern partner ownership and capacity building. However, in situations where the LMIC partner does not have the capacity to take the project lead, the Norwegian partner can be the lead partner. In the latter case, possible subsequent phases of the project shall put the LMIC country in the leading position, and plan for building the necessary capacity.

Receiving seed funding implies no guarantee for further support, nor is seed funding a prerequisite for participating in the main call.

1.3. Eligible NORHED sub programmes

Applications to the following NORHED sub programmes are eligible for this call:

- Education and Training
- Health
- Natural Resource Management, Climate Change and Environment
- Democratic and Economic Governance
- Humanities, Culture, Media and Communication
- Capacity Development in South Sudan

Information and specifications about the sub programmes can be found in the programme document at www.norad.no/norhed.

1.4. Reference documents and sources

The following reference documents are of importance and relevance for the NORHED applications:

- Draft Programme Document of NORHED Programme
- Call for applications to NORHED Seed Funding 2012
- NORHED Application form for seed funding
- Grant Scheme Rules for Support for Capacity Building within Research and Higher Education

Web sites:

www.norad.no/norhed

2. Applications for NORHED seed funding 2012

2.1. Who can apply?

Eligible institutions for NORHED support are:

- In low and middle income countries: Higher education institutions accredited/recognised by in-country national authorities. Countries must be listed in OECD DAC's register of official development assistance recipients, or listed in the specific call for applications.
- In Norway: Higher education institutions accredited by NOKUT (Norwegian Agency for Quality Education), offer accredited degree programmes, and operate in accordance with Guidelines for Quality Provision in Cross-Border Higher Education (UNESCO/OECD 2005). Other academic institutions or institutes can apply for NORHED projects in partnership with a Norwegian Higher Education institution accredited by NOKUT.

2.2. Relevant activities

Seed funds shall be used to develop main applications to the NORHED programme relevant to the thematic and geographic priorities of the programme.

The seed projects can include: workshop/seminars, travel expenditures and accommodation, collection of baseline data, development of a result chain, risk analysis and other relevant costs.

2.3. Institutional contact person

Each applying institution shall appoint one institutional contact person for NORHED. This person may act as a supervisor for applicant to NORHED, and have a coordinating function.

Information about name and contact details for such an institutional contact person shall be sent to norhed@norad.no from a relevant official at the institution.

2.4. Budget frames and guidelines

The amount of seed funding to be applied for may vary according to the number of partner institutions involved in the planned project. Seed funding projects with two partner institutions (one LMIC partner institution and one Norwegian partner institution) cannot exceed NOK 150 000. Seed funding projects with more partner institutions may have an increased budget, but cannot exceed NOK 250 000.

A detailed budget shall be presented in the application. The budget has four budget lines:

- Travel expenditures, including accommodation and daily allowances
- Workshop/seminar
- Baseline data collection
- Other costs (to be specified)

The budget shall be specified for the Norwegian partner institution and for each LMIC partner institution to which funds will be transferred.

2.5. Application procedures

The application must be submitted electronically on the webform on www.norad.no/norhed

2.5.1. The application form

The application form consists of three parts:

1. Project Partner Information
2. Project Outline
3. Project Budget

2.5.2. Submission of the application

The application must be submitted electronically on the webform on www.norad.no/norhed

Applications submitted after the deadline will not be handled by Norad.

2.5.3. Deadlines

The deadline for submission of the online application is 5 November 2012.

3. Selection criteria and process

3.3. Selection criteria

The following selection criteria will be used to select seed funding projects to be supported:

- Relevance:

- To needs and priorities at the LMIC partner institution(s)
- To the result chain and priorities of NORHED
- To the specific NORHED sub programmes
- Quality:
 - Design, time frame and content of the seed funding project
 - Realism of plans and budget
 - Partnership arrangements and implementation capacities

3.4. Selection process

The seed funding project applications will be received and assessed by Norad, in consultation with embassies and Ministry of Foreign Affairs. External experts will be consulted if needed.

3.3 Contract

After a seed funding project has been granted support, Norad will enter into a bilateral contract with one partner institution. Based on this contract Norad will disburse 100% of the seed funding to the partner. This partner is responsible for transferring the relevant amount to the other partner institutions, based on the project budget. These disbursements shall be based on written agreements between the cooperating partners.

3.5. Reporting

The partner institutions must submit a narrative and financial report for the seed funds. Norad will provide relevant reporting formats. Deadline for the reporting on the seed funding will be at latest within three months upon completion of the project. All unspent funds must be returned to Norad within three months upon completion of the project 2013. No new project proposal seeking funding from NORHED will be approved before satisfactory reporting from the seed money project has been received by Norad.

Zero tolerance for corruption is practised for all funds under Norad's budget. The contracted institutions are responsible for the funds disbursed to them, and any amount of money that has been misused, or that the institutions fail to report correctly, will be claimed. All NORHED funds shall be used for the purposes that they are allocated for, and shall be reported for in a correct and timely manner. In case of any changes in the project outline, implementation plans or budgets after allocations has been granted for seed-funding, Norad shall approve these changes before the project is put into action.