

# Call for Proposals

## DIES National Multiplication Trainings 2019-2020

### 1. Background and objectives

In order to strengthen higher education management in developing countries, DIES<sup>1</sup> has been offering dialogue seminars, conferences and trainings for higher education managers in developing countries for more than a decade. Currently DIES has more than 8,000 alumni who took part in its different activities.

With the aim to strengthen DIES alumni in their roles as multipliers in higher education management and to promote the sustainability of the DIES training courses, DIES has been supporting National Multiplication Trainings (NMT) since 2013. The last NMT cohort, which was centrally coordinated by the Center for Quality Development (ZfQ) at the University of Potsdam in Germany, was successfully completed in 2018 with ten alumni teams implementing trainings in Africa, Latin America and Southeast Asia with over 200 participants in total.

The high response by the alumni to the call for proposals of the last cohort showed the need and interest for multiplication of the DIES higher education management trainings. Thus the DIES NMT Partners have determined to keep supporting this programme for the years 2019 and 2020.

In the frame of the NMT programme, **DIES alumni** will be supported to organise and implement national or regional<sup>2</sup> training activities for **higher education managers and academics who have not yet taken part in DIES training courses**. Whereas the trainings should address the needs of higher education institutions in the target countries and contribute to capacity development in the field of higher education management, the DIES alumni who are in charge of managing the NMT will gain knowledge and skills for implementing workshops and providing relevant expertise.

With its long lasting experience in international cooperation and capacity building, Center for Quality Development at the University of Potsdam will continue to implement the cohort 2019-2020.

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<sup>1</sup> DIES (“Dialogue on Innovative Higher Education Strategies”) is jointly coordinated by the German Academic Exchange Service (DAAD) and German Rectors’ Conference (HRK) and financed by German Federal Ministry for Economic Development and Cooperation (BMZ).

<sup>2</sup> Regional multiplication trainings can only be supported as exceptional cases for outstanding proposals.

## 2. Eligible applicants

To apply for the DIES NMT programme 2019-2020, the DIES alumni need to fulfill one of the following three criteria:

- I. They are **DIES alumni from Africa, Latin America, the Middle East or Southeast Asia. The lead applicant in the alumni group** has successfully completed a DIES training course in **2017 or later**. Alumni, who have completed their training before can be part of the training committee (refer to 3.3), but cannot apply as lead applicant.
- II. They are DIES alumni (**training committees**) who applied for the last cohort of the NMT programme in 2017 and were informed to be on the B candidate list. These alumni are invited to submit their application again. Minor adaptation of the training proposal is possible.
- III. They are DIES Alumni who offered National Multiplication Trainings in the past (Cohort 1 from 2013/2014 and Cohort 2 from 2017/18). In this case, special requirements concerning financial support and participation in the ToT will apply. (refer to 6 Funding of the NMT)

## 3. NMT training framework

### 3.1 General structure and timeframe

The proposals for National Multiplication Trainings will be conceptualised and carried out by the training committee in their home country or, upon special justification, in the region. Following the DIES training course methodology, each multiplication training project should be composed of at least two interconnected workshops of 3 to 4 days, stretching over a period about four months, starting from September 2019 at the earliest and ending in September 2020 at the latest.

Each presence workshop should be planned for at least 20 participants and last a minimum of three days each. The participants are expected to work on individual change projects (refer to 3.5) between and after the presence workshops under the mentoring of the training committee.

### 3.2 Topics of the NMT

The topics of the NMT need to be in accordance with the current DIES training courses and therefore in the fields of:

- Faculty Management
- Project Management, Finance Management and Human Resource Management
- Research Management with focus on “Proposal Writing”
- Quality Assurance including Curriculum Development and/or

- Internationalisation

### 3.3 Role of the training committee

The applying alumni are expected to form a training committee, which should be composed of three to four persons, at least two of them should be DIES alumni. It is encouraged that DIES alumni who took part in different DIES training courses or cohorts form a training committee.

The training committee should be in charge of coordinating and organizing the training as well as providing expertise. In their role as trainers, they are expected to conduct the training, i.e. delivering expert inputs and/or coach/mentor the participants concerning the implementation of their projects. Therefore the committee is responsible for

- preparing the training concept
- official announcement of the training (e.g. drafting and disseminating a call for proposal)
- selecting the participants based on predefined selection criteria
- planning and implementing the training workshops
- coaching/mentoring the participants
- evaluating the training (template questionnaires will be provided)
- managing finances and accounting

### 3.4 Target group of training activities and selection

DIES NMT activities shall be addressed to middle or higher university management staff. Depending on the topic, the participants of the NMT can be deans, head of departments, young researchers, quality assurance managers, etc.

The participants are expected to come from different higher educational institutions with a good mixture of gender. They should not have taken part in DIES trainings in the past. Further definitions of the target group (position match, work experience or age limits) as well as to the selection procedure are to be outlined in the proposal.

### 3.5 NMT change projects

Participants of the NMT workshops are expected to work on an individual change project. Therefore, they will need to hand in a **project outline** to the training committee before the training begins (e.g. during application).

This project should be in accordance with the objectives and contents of the respective training and be further discussed and developed during the training. The Project Action Plan (PAP) needs to be finalised by the end of the training at the latest. The participants are expected to initiate the project in their institution during the training.

### 3.6 External experts/trainers

Further expertise can be brought in by inviting up to two external trainers from the country, the region or from Europe<sup>3</sup>. Their main role is to support and advise the training committee in the planning and implementation of the training with a focus on content and didactics. Further, the experts can have an active part during the workshops (e.g. provision of inputs) but they are not full member of the training committee. The training committee is supposed to contact the experts and coordinate the dates with them. University of Potsdam can suggest experts upon request.

## 4. Training of trainers

In order to support the training committees to prepare and implement the NMTs, two members from each training committee will be invited to attend the workshop “Training of Trainers” (ToT) in Potsdam, Germany provided they have not yet participated in ToT workshops in the frame of DIES in the past. During the ToT they will present their training projects and discuss their proposals together with higher education management experts and their peers. In addition, they are able to further develop their skills as trainers through various didactic inputs. Participants are required to hand in their concept and action plan beforehand and submit a revision afterwards.

## 5. Schedule

The **deadline for proposal submissions is 28 April, 2019 at 12:00 CET**. The DIES NMT programme will start in August 2019 with a Training of Trainers Workshop in Potsdam, Germany. The actual NMT workshops can start earliest in September 2019 and finish latest by the end of September 2020, depending on the sequencing and number of workshops.

<b>28 April, 2019</b>	Deadline for submission of proposals
<b>End of May, 2019</b>	Information on selection results
<b>2-6 September, 2019</b>	Preparatory workshop <i>Training of Trainers</i> in Potsdam, Germany
<b>September 2019 to September 2020</b>	Implementation of NMT workshops

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<sup>3</sup> The European expert is limited to one person.

## 6. Funding of the NMT

The NMT programme is supported by DIES with funds from the German Federal Ministry of Economic Cooperation and Development (BMZ).

A budget of **25.000 Euro** can be used as a point of reference for funds from the NMT programme per multiplication project (including all training workshops) for eligible **applicant groups I and II**. The training committees are further expected to have an own financial contribution and/or acquire other sources of funding of at least 10% of the total budget.

A budget of **10.000 Euro** can be used as a point of reference for funds from the NMT programme per multiplication project for eligible **applicant group III**. The training committees are further expected to have an own financial contribution and/or acquire other sources of funding of at least 30% of the total budget.

Table of reference for budget:

	Applicant Group I and II	Applicant Group III
NMT budget reference	25.000 Euro	10.000 Euro
Own contribution	At least 10% of the total budget	At least 30% of the total budget
	<b>Eligible expenditures</b>	
Honorarium of experts	Yes	
Honorarium of training committee	No	
Travel and accommodation of experts	Yes	
Travel and accommodation of training committee	Yes	
Travel of participants <sup>4</sup>	No	
Accommodation and meals <sup>5</sup> of participants	Yes	
Supporting staff	Yes	
Workshop materials	Yes	

With regards to the provision funds by the University of Potsdam, one DIES alumnus of the training committee needs to serve as **lead applicant** and main contact point for UP. She/ He can apply for her/his institution based on the support by the leadership of the institution. The programme funds will be transferred to the institution based on a signed funding agreement between University of Potsdam and the lead applicant's institution.

<sup>4</sup> Travel expenses for participants can be requested in exceptional cases and need to be approved by University of Potsdam.

<sup>5</sup> Accommodation and meals for participants are covered on a lump sum basis. Please refer to Annex 2 for further information.

A budget plan according to the template in Annex 3 is required to be submitted upon application. Please refer to the *Guidelines for Funding* in Annex 2 for more information.

## 7. Application procedure

In order to apply, the training committees must register under <http://www.dies-nmt.org> and fill out the application form and upload the required documents online. The online application must be handed in **until 28 April, 2019 at 12:00 PM CET at the latest**.

In order to be considered, applications should include

- Online application form including Training Proposal (to be filled in online, see viewing sample in Annex 1)
- Budget plan (to be uploaded, see Annex 3)
- Curriculum Vitae of the applicants
- Certificate of DIES training of the lead applicant
- Letter of Commitment from the higher management of the lead applicant, supporting the application for the NMT programme.

Applicants are welcome to submit additional documents to support their application, such as

- Letter of Collaboration with other relevant external partners/organisations, especially if it implies complementary funding.

With regards to any questions on application, please feel free to contact the Centre for Quality Development at University of Potsdam at [nmt@uni-potsdam.de](mailto:nmt@uni-potsdam.de) for further information.

## 8. Selection of NMT

Applications are reviewed on a competitive basis by an expert committee set up by the University of Potsdam. The selection committee members assess the proposals not only with consideration on the overall conceptual framework (e.g. relevance of content, didactical approach and sustainability of DIES trainings) but also on the basis of cost-effectiveness. The applicants will receive the selection results by End of May.

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## Annexes:

- Annex 1: Online Application Form (viewing sample, to be filled in online)
- Annex 2: Guidelines for Funding
- Annex 3: Budget Plan Template (to be uploaded)