

# Call for Proposals

## DIES National Multiplication Trainings 2017-2018

### 1. Background and objectives

In order to support higher education institutions in developing countries to develop their staff and institutional capacity, DIES<sup>1</sup> has been offering dialogue activities, trainings and conferences for higher education managers in developing countries since 2005. Currently DIES has more than 8000 alumni from its different programmes. With the aim to support DIES alumni as multipliers to be engaged in higher education management and to promote the sustainability of the DIES trainings, the two-year National Multiplication Trainings (NMT) Programme is jointly initiated by German Academic Exchange Service (DAAD) and German Rectors' Conference (HRK) with funding from the German Federal Ministry for Economic Development and Cooperation (BMZ). With its long-lasting experiences in the field of international cooperation, capacity building and exchange in the field of higher education management and research, the Centre for Quality Development of the University of Potsdam is the implementing body of the programme.

Under the NMT programme, **DIES alumni** will be supported to organise and implement national or regional training activities for **higher education managers and academics who have not yet taken part in DIES training courses**. This call encourages DIES alumni to submit their proposals on implementation of multiplication training activities.

**The DIES alumni** will gain knowledge and skills for implementing workshops and trainings and are able to address the needs of higher education institutions in the field of higher education management. The alumni who successfully completed the NMT programme will be included in the **DIES Alumni Expert Pool**<sup>2</sup>.

### 2. Eligible applicants

**DIES alumni from Africa, Latin America, the Middle East and Southeast Asia** who successfully completed a DIES training<sup>3</sup> are eligible to apply for the DIES NMT programme. The applying alumni are expected to form a **training committee**, which should be composed of three to four persons, at least half of which should be DIES alumni. It is encouraged that DIES alumni who took part in different DIES training courses or cohorts form a training committee.

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<sup>1</sup> DIES stands for Dialogue on Innovative Higher Education Strategies which is a joint programme of German Academic Exchange Service (DAAD) and German Rectors' Conference (HRK).

<sup>2</sup> The training committee will be included in the DIES Alumni Expert Pool after having successfully carried out the training activity. Being part of the DIES alumni expert pool will support the proof of expertise and exposure to higher education institutions and organisations in the field. A report on the experience made by the training committee will be published online.

<sup>3</sup> In the case of multi-part trainings, the applicant should have successfully completed all parts of the training.

### 3. NMT training framework

#### 3.1 General structure and timeframe

Every NMT should be composed of two presence workshops of at least three-day each. The workshops should be in the home country of one of the DIES alumni of the training committee. Every workshop should be planned for at least 20 participants.

The presence workshops can be planned to begin from December 2017 and end latest in October 2018 with a suspension of three or four months in between.

#### 3.2 Topics of the NMT

The topics of the NMT are supposed to be in accordance with the 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 NMT change projects

Participants of the NMT workshops are expected to work on an individual change project. Therefore, the participants will need to hand in a **proposal outline of a concrete project** in accordance with the objectives and contents of the respective training **to the training committee before the training begins** (e.g. during application).

#### 3.4 Role of the training committee

The training committee should act as both organisers and trainers. As trainers they are expected to mentor the participants of the national/regional NMTs with the implementation of their projects. Therefore they are responsible for

- preparing a training concept
- informing the target group about the training
- selecting the participants based on selection criteria drafted and discussed in the training committee
- planning and organising the two training workshops
- carrying out the workshops/training
- evaluating the training (template questionnaires will be provided)
- finances and accounting

### 3.5 Experts

Further expertise can be brought in by one national/regional and/or one European expert. Their main role is to support and advise the alumni in the planning and implementation of the training with a focus on content and methodological issues such as the training concept, the programmes of the workshops, and didactics etc. Further they can have an active part during the workshops (e.g. have a presentation) but they should not be a full member of the training committee and thus not act as trainers or mentor for the participants and their projects. The training committee is responsible for establishing the contact with the experts and to make sure they are available. University of Potsdam can suggest experts upon request.

### 3.6 Target group of training activities and selection

DIES NMT activities shall be addressed to middle or higher university management staff. Depending on the topics, 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 age and gender. These participants should not have taken part in DIES trainings in the past. Further definitions of the target group as well as to the selection procedure are to be outlined in the NMT proposal.

## 4. Training of trainers

In order to support the training committees to prepare and implement the national or regional NMTs, one of the alumni for each of the proposals selected will be invited to attend a workshop "Training of Trainers" in Potsdam, Germany. Together with experts in the field of higher education, the planning and implementation of the trainings will be discussed. The training committees will be required to hand in their concept and action plan beforehand and afterwards a possible revision.

## 5. Programme schedule

The **deadline for proposal submissions is 25 August 2017**. The DIES NMT programme will start in November 2017 with a Training of Trainers Workshop in Potsdam, Germany. The actual national or regional NMT workshops can start earliest in December 2017 and finish latest by the end of October 2018, depending on the sequencing and number of workshops.

<b>25 August 2017</b>	Deadline for submission of Proposals
<b>15 September 2017</b>	Information on selection results
<b>6-8 November 2017</b>	Preparatory workshop <i>Training of Trainers</i> <sup>4</sup> in Potsdam, Germany
<b>December 2017<sup>5</sup> to October 2018</b>	Implementation of NMT workshops

<sup>4</sup> Only one representative for every selected training committee will attend the workshop.

## 6. Funding of the NMTs

The NMT programme is supported by funding from the German Federal Ministry of Economic Cooperation and Development (BMZ). A budget between **10,000 to approximately 23,000 Euro** can be used as a point of reference for funds from the NMT programme.

In order to be eligible for the funding, one DIES alumna/alumnus of the training committee needs to be the main proposing party. She or he can apply either for her/his institution or as an individual. However, an institutional application<sup>6</sup> will be given preferential consideration.

The training committees are expected to have an own financial contribution or acquire other sources of funding of at least 10% of the total budget.

The training committees are expected to hand in a budget plan according to the template in Annex 3. Please refer to the *Guidelines for Funding* in Annex 4 for more information.

## 7. Application procedure

In order to apply, the interested training committees must register under <http://www.dies-nmt.org> and fill out the application form and upload the needed documents online. The online application must be handed in **until 25 August 2017 at 12:00 PM CET**.

In order to be considered, applications should include

- Online application form (to be filled in online, see viewing sample in Annex 1)
- Training proposal (to be filled in online, see viewing sample in Annex 2)
- Budget plan (to be uploaded, see Annex 3)
- Curriculum Vitae of the applicants
- Certificate of DIES training of the applicants if available

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

- Letter of Commitment from the higher management of their institution, supporting the application for the NMT programme.
- 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.

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<sup>5</sup> Applications with the intention to have the first workshop in December 2017 will be given preferential consideration in the selection.

<sup>6</sup> Institutional application means that the application is supported by her/his institution. In this case, the institution will receive the funding for the NMT and will report to University of Potsdam.

## **8. Selection of NMTs**

The selection will take place on a competitive basis by a joint committee set up by the University of Potsdam. The selection committee will review 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 the middle of September.

### **Annexes:**

Annex 1: Online Application Form (viewing sample, to be filled in online)

Annex 2: Training Proposal Form (viewing sample, to be filled in online)

Annex 3: Budget Plan Template (to be uploaded)

Annex 4: Guidelines for Funding

Annex 5: Lump Sum Rates for Accommodation and Meals for Participants

Annex 6: Rates for Accommodation and Meals for Experts and Training Committee