

## Guidelines for the submission of project proposals

This project outline indicates the information which is required in order for UNESCO to evaluate your proposal. Details are requested in order for UNESCO to analyze the importance of the project in the context in which it is proposed.

The proposal not exceeding 10 pages, excluding annexes, should be presented in a separate document and not on this form.

A complete application is comprised of the following documents:

1. letter from the President/Rector/Vice-Chancellor proposing to UNESCO the establishment of the UNESCO Chair/UNITWIN Cooperation Programme;
2. proposal following the UNESCO template;
3. letter of support to the project from the National Commission for UNESCO;
4. CV of the expert nominated as Chair holder or Network Coordinator; and,
5. letters of support from partners (academic, donors, foundations, NGOs etc.).

Incomplete applications will not be considered. Proposals received after 30 April will be considered the following year.

### A. INSTITUTIONAL DATA

1. Project title:
2. Expected starting date:
3. Duration:
4. Domain(s) or discipline(s) concerned:
5. Name and full address of host institution:
6. Faculty(ies)/Department(s) concerned:
7. Executing institution:
  - Project leader/contact person (name, curriculum vitae):
  - Full address/telephone/fax/e-mail/website:
8. Partners (name and address of participating institutions):
9. Total project budget (US \$):
10. Funding sources – organizations, bodies, and amounts
  - In cash
  - In kind

## B. PROJECT DESCRIPTION

### 1. Type of project

- UNESCO Chair ☐
- UNITWIN Cooperation Programme ☐

### 2. Domain(s) or discipline(s)

*Please indicate how the domain(s) or discipline(s) are related to one or more of UNESCO's priorities, and to the achievement of the 2030 Agenda for Sustainable Development, including the contribution of the project to national and regional development:*

- a. Projects corresponding to UNESCO's priorities for 2018-2021
- b. Projects corresponding to the Medium-Term Strategy for 2014-2021  
<http://unesdoc.unesco.org/images/0022/002200/220031e.pdf>
- c. Projects corresponding to the Sustainable Development Goals  
<http://en.unesco.org/sdgs>
- d. Contribution to the Sustainable Development Agenda
- e. Contribution to national and regional development

### 3. Context, justification and summary of the project

*Analyse trends and issues surrounding the theme of the proposal. What difference will the project make in terms of capacity-building, transfer of knowledge, and strengthening links between universities/other higher education institutions and development bodies?*

- a. Context and justification (300 words)
- b. Summary of the project (150 words)

### 4. Objectives

*Development objective* (long term) – contribution to overall sustainable development goals taking into consideration social, economic and cultural development

*Specific objectives*- not exceeding 4 short-term needs to be addressed by the proposal

### 5. Type of activity (several types of activities can be mentioned)

- Postgraduate teaching programme ☐
- Short-term training ☐
- Research ☐
- Visiting professorships ☐
- Scholarships ☐
- Institutional development ☐
- (including strengthening of information/library services, laboratories and so on)

## **6. Target beneficiaries**

- |                 |                          |
|-----------------|--------------------------|
| Students        | <input type="checkbox"/> |
| Academics       | <input type="checkbox"/> |
| Practitioners   | <input type="checkbox"/> |
| Other (specify) | <input type="checkbox"/> |

## **7. Visibility and expected results at the national, regional and international level**

Quantitative and qualitative results clearly identified.

*Please indicate how the visibility of the project activities will be ensured, for example, through publications, brochures and websites, including relevant performance indicators and targets.*

## **8. Implementation strategy**

*Please indicate how the project will be implemented.*

1. Management
2. Capacity-building
3. Sustainability
  - linkages with other relevant activities at institutional, national, regional and international levels
  - how will benefits be sustained?
4. Transfer of knowledge

## **9. Proposed schedule of major activities**

There should be a clear link between the activities and the objectives to be achieved. The schedule should show activities, timing and expected outcomes.

## **C. PARTNERSHIPS/NETWORKING**

The UNITWIN/UNESCO Chairs Programme encourages partnerships (North-South-South) among institutions of higher education, NGOs, foundations, agencies, and public and private sector organizations or businesses.

*Please attach letters of support from the heads of the institutions or businesses concerned, confirming their commitment to cooperate and to contribute to the project.*

1. Participating partner institutions (name and address of each)  
Confirmed:  
Proposed:
2. Other inter-university networks for partnership (name and address of each)

## D. FUNDING OF THE PROJECT

*Please attach supporting documents for each type of financing, for example, exchange of letters.*

1. Total project budget – full details – categories of expenditure, etc.

2. Contribution of your institution

Budgetary provision (in US \$)

In-kind services (in US \$)

3. Additional resources to mobilize

- Please refer to the total project budget under D.1 and indicate items for which you will mobilize additional resources.
- Indicate donor funding source, purpose and amounts (US \$) – contributions proposed or approved by donors.
- Potential funding sources (for example, UNDP, regional development banks, foundations, NGOs, national/bilateral donors, the public or private sector). Indicate those funding sources for which your institutions/associations or the national authorities in your country are in a position to approach and those for which you request external support.

## E. SUPPORT

### ***Institutional support***

Please note that the project should be presented by the Vice-Chancellors, Rectors or Presidents of the participating institutions.

### ***UNESCO support***

Involvement of the UNESCO Offices, Institutes and Centres in your region is important for the processing of the project proposal. Contact with the relevant programme sector at UNESCO Headquarters can also help in defining the project. In the case of applications for UNITWIN Cooperation Programmes, it is recommended that proposals be prepared in consultation with the UNESCO Focal Point/staff responsible for the area of expertise at UNESCO Headquarters.

### ***Support by the National Commission for UNESCO in the country concerned***

The UNESCO National Commission plays a vital role in the UNITWIN/UNESCO Chairs Programme and should be a partner in the national discussions on the proposal for a UNESCO Chair or UNITWIN Cooperation Programme.

### ***Other support***

Please specify.

## F. ADDITIONAL INFORMATION

*Please add any relevant information not covered in the sections above.*