Going Global Partnership

**Capacity Building Programme for PhD Supervisors in Pakistan**

Applicant Guidelines

October 2021

Going global partnership

Guidelines for Applicants

Call opens Monday 25 October 2021  
Call closes: Thursday 30 November 2021; 23.59 BST

**Important Dates**

|  |  |  |
| --- | --- | --- |
| Sr. No. | Activities | Date/Month |
|  | **Call for proposals advertised in the UK and Pakistan** | **25 October 2021** |
|  | **Deadline for submission** | **30 November 2021** |
|  | **Evaluation of submissions completed** | **November 2021** |
|  | **Contract to be signed** | **10 December 021** |
|  | **Project implementation starts** | **December 2021** |
|  | **Expected completion of project** | **December 2022** |

1. Background

**Pak-UK Education Gateway**

The British Council in Pakistan and Higher Education Commission (HEC) Pakistan are working on a joint programme that aims to enhance the partnership between the higher education sectors of Pakistan and the UK. Key areas of collaboration under this umbrella framework are innovative and collaborative research, higher education leadership, quality assurance and standard-setting, distance learning, international mobility, and transnational education.

Pak-UK Education Gateway builds on existing collaborations between the UK and Pakistan that the British Council and Higher Education Commission has facilitated over the last fifteen years: from knowledge exchange and leadership development programmes to student and teacher training, scholarships, and research collaborations.

The project aims to enhance the capacity of HEC approved Supervisors to guide researchers as per latest trends, techniques and let them aware about quality of research which should have relevance with needs of the community, industry and which should be ultimately beneficial for socio-economic development of the Country.

1. Rationale

Doctoral education aims to cultivate the research skills and knowledge necessary to undertake independent inquiries. Supervisors play an important role in this process, mentoring students about research trends, conduct, and guiding their academic careers in general.

Higher Education Commission has recently updated Policy on PHD degree programme policy for universities in Pakistan. The policy is attached as an appendix to this call for Proposal.

Under the Higher Education Leadership thematic area of PAK UK Education Gateway both British Council and Higher Education Commission of Pakistan agreed to work on the capacity building of PHD supervisors in Pakistan HEI’s to strengthen doctoral programme with the National Academy of Higher Education Pakistan.

The project aims to enhance the capacity of HEC approved Supervisors to guide researchers as per latest trends, techniques and let them aware about quality of research which should have relevance with needs of the community, industry and which should be ultimately beneficial for socio-economic development of the Country.

1. **Outcomes**

Through this project the British Council and the Higher Education Commission need services of organization/institutes and Universities in the United Kingdom and Pakistan in consortium( with UK organization/institutes and Universities as the lead partner) to meet the following outcomes:

**Phase-I:**

* A baseline study of where the Pakistan HE sector stands in relation to policy and practice of PhD supervision.
* A review of previous capacity building programs for doctoral supervision in Pakistan.

**Phase II:**

* Review of PHD policies, processes and procedures in Pakistan in comparison with international best practices.
* Development of a robust, rigorous, contextual, and impactful capacity building and strengthening program of Doctoral degrees in Pakistan.
* Blended approach direct interaction training programme for 200 PHD Supervisors in Pakistan on the best practices followed in UK for the PHD supervision- These Trained Supervisors will be the Master trainers for the PhD Supervisors training programmes. They will cascade the training to a wider audience of around 2000 Approved Supervisors. This will be a mandatory training for the supervisors before they are assigned any students. The proposal should include the training approach, the details of the training content on Materials, the names and profiles of trainers and other technical details with respect to the training programme.
* Development of an Online Course for the PhD Supervisors. This course will be an online programme with a proper assessment mechanism. This course will be used as an additional aid for the Master trainers

**Phase III:**

* The proposal should provide a Monitoring & evaluation framework for the training & development programmes .
* Third party impact analysis/assessment of the program need to be included in the Proposal.
* Depending on the Covid related travel restrictions, Advance training programme for two groups will be offered in the UK for running successful PhD Programmes in Pakistani HEIs. The participants for the UK programmes will be selected through a competitive process

**PhD supervisers’ training programme could include the following:**

1. Knowledge and application of the HEC PhD policy.
2. What are the expectations from a PhD superviser/supervisee.
3. Importance of recording meetings/decisions made during the PhD supervision meetings.
4. Ethics of PhD supervision. International best practice on co-authoring with PhD students
5. Sessions on supervision, the art/science of effective supervision

**Research Supervision within an institutional framework:**

* The Purposes and Expectations of Research Supervision at Doctoral Level
* Procedures and Protocols of the Admission and Approval of PhD Degrees
* Administrative side of the PHD Programmes at Pakistani HEIs.

**The Role of the Supervisor**

* Role of Supervisor
* Types of Supervision
* Models / Styles of Supervision

**Making Supervision Work**

* Supervisory Challenges
* Effective Supervision

**One of the deliverables will be development of a PhD training manual.**

1. Overview of the funding opportunity

Going Global Partnership offers you vital international opportunities - a chance to build relationships, share ideas and good practices, access grant funding for collaborative partnerships, and more.

You can see current and upcoming Going Global Partnership opportunities on our website: [www.britishcouncil.org/education/he-science/going-global-partnerships/connect-collaborate](http://www.britishcouncil.org/education/he-science/going-global-partnerships/connect-collaborate). We have many opportunities being launched at this time, so please check this page regularly.

This document refers to the following opportunity: **Going Global- Capacity Building Programme for PhD Supervisors in Pakistan.**

These Terms of Reference are being developed for Capacity Building Programme for PhD Supervisors in Pakistan. Higher Education Commission of Pakistan and the British Council would like to invite full proposals from organization/institutes and Universities in the United Kingdom and Pakistan.

The project aims to enhance the capacity of HEC approved Supervisors to guide researchers as per latest trends, techniques and let them aware about quality of research which should have relevance with needs of the community, industry and which should be ultimately beneficial for socio-economic development of the Country. To apply for this award, the applicants must outline the subject and the scope of the project, articulate the intention.

1. Relevance to economic development and social welfare [Official Development Assistance (ODA) eligibility]

For the purpose of this call, capacity strengthening activities with development relevance are defined as activities that have the potential to contribute to the economic development and social welfare of partner countries, benefitting low-income and vulnerable populations specifically.

In order to be considered for funding under the programme, all proposals must clearly articulate a plausible route to positive impact on these populations within a short- to medium-term timeframe (3-15 years). Applications which do not meet the ODA criterion cannot receive funding.

Applicants should therefore consider, within their proposals, how the proposed capacity strengthening activities will address issues related to development effectively and efficiently, working in areas of demonstrable relevance to local challenges and using the strengths of the UK to address them. Applicants are asked to highlight relevant SDGs that the programme will support (<https://sdgs.un.org/goals>).

In some disciplines, development relevance can be longer-term and less direct than in other areas and impact may be harder to measure. However, in all cases, it remains the responsibility of the applicant to articulate how the activity proposed will aim to meet the ODA criteria and has the potential for lasting impact. Applicants should not expect reviewers to make assumptions about development impact that is not clearly described within the proposal.

For general information about ODA, please visit the OECD website at https://www.oecd.org/dac/financing-sustainable-development/development-finance-standards/official-development-assistance.htm

Failure to demonstrate ODA eligibility will render your application ineligible regardless of other success criteria. Please make sure you consider the ODA relevance of your application.

In order to show development relevance within the context of the proposed project, applicants are advised to include within the application reference to any local or national consultation, links to government policies, and existing links with government institutions.

# Gender Equality Statement

Equality, diversity, and inclusion (EDI) is at the heart of the British Council’s mission. We are also required to comply with the International Development (Gender Equality) Act, 2014. Hence, applicants must demonstrate how meaningful and proportionate consideration has been taken to promote gender equality in the proposal. This must be outlined in the Gender Equality Statement (GES) section of the application form.

GES is a qualifying criterion to move the application ahead for further assessment and hence must be completed.

Applicants are required to consider the impact the proposed course will have on improving gender equality.  This should be evident in the course to be developed, specifically:

* the course outputs and outcomes
* the composition of the project team
* the profile of the participants, stakeholders, and beneficiaries of the project
* the processes followed throughout the development of the course.

Please note that It should not be a re-statement of your Institution’s gender or EDI policy. While you may refer to the policy, you must be able to demonstrate how the policy will be implemented in the proposal. The Gender Equality Statement must address the below criteria, with an understanding that, depending on the nature of the intervention, not all questions will be applicable. If a question is not applicable, you will need to articulate the reasons instead of leaving them unaddressed.

* What approach would you take to measure gender equality aspects in the outcomes and outputs of the course?
* Have measures been put in place to ensure equal and meaningful opportunities for people of different genders to be involved throughout the proposed course development? This includes authors of the course, administrators, and prospective students availing the course.

* Please articulate any expected impacts of the proposed course (benefits and losses) on people of different genders, both throughout the project and beyond.

* Please articulate if the proposed course would impact relations between people of different genders in terms of changing gender norms, roles and responsibilities in households, gender roles in society, economy, politics, power, etc.
* What risks and/or negative consequences on gender equality do you anticipate? How can these be mitigated? How will you monitor this?

The British Council reserves the right to reject the application if no consideration has been given to gender equality or if the proposal is assessed to negatively impact gender equality.

1. **Transparency and reporting**

As part of the government’s commitment to transparency and in line with DFID reporting requirements, there is a requirement to publish information about grants, including project titles and summaries via the International Aid Transparency Initiative (IATI) registry and DFID’s national statistics.

The purpose of publishing information via the IATI registry is to make information, development-related projects easily accessible to governments, stakeholders, and other relevant groups in beneficiary countries. All funded projects from this programme will be published in this way. Please, therefore, write your project title and summary in such a way that they are meaningful and accessible to non-specialist audiences following publication.

It is expected that the project title and summary are written in plain English and avoid the use of jargon, acronyms, puns, and play of words.

# Eligibility

Applicants must fill the application form attached with this call.

All UK organizations in the higher education sector are welcome to apply for the opportunity.

Eligibility checks will be applied to all applications on receipt.

# Milestones

Key Milestones and their timelines to submit your grant application for Exploratory Grant are:

|  |  |
| --- | --- |
| **Dates** | **Activities** |
| 25 October 2021 | Call for proposals advertised in the UK and Pakistan |
| 30 November 2021 | Deadline for submission |
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# Diversity

The British Council is committed to equal opportunities and diversity in all our activities. This includes avoiding bias due to gender, disability, racial or ethnic origin, sexual orientation, or religious belief.

The applicant is encouraged to work towards as equal a gender balance as possible and promote diversity. They must ensure that no applicants are excluded from participation based on ethnicity, gender, religious belief, sexual orientation, or disability.

Please contact us for further information on the British Council’s approach, and you could also see our Equality Policy at: [www.britishcouncil.org/organisation/transparency/policies/equality-diversity-inclusion](http://www.britishcouncil.org/organisation/transparency/policies/equality-diversity-inclusion).

# Application process

Applicants must submit **a completed application form provided on the website.**

The email submissions can be sent to Hamza Salim, Project Manager Higher Education and Skills at [hamza.salim@britishcouncil.org.pk](mailto:Hajira.khan@britishcouncil.org.pk)

Once the application is received a confirmation email will be sent.

# Application assessment

Applications will be assessed against the eligibility and selection criteria.

# Selection process

Selection begins with an eligibility check by the British Council against the eligibility criteria.

Eligible applications will be further assessed against GDI (Global Development Impact) and GES (Gender Equality Statement) criteria. **All GDI / GES eligible applications will only move ahead to be further assessed by the Assessment Panel.**

TheAssessment Panel will consist of nominated, qualified individuals from the British Council and from the Higher Education Commission, Government of Pakistan.

The applications will go through a review by a panel of experts as per the Assessment criteria mentioned in Appendix 3.

Successful applicants will be notified according to timelines.

# Call deadline

The submission deadline is **23.59, UK time on 30 November 2021**. Applications submitted after the deadline **will not be considered for funding.**

# Data protection

How we use your information:

The British Council will use the information that you provide to process your application, make any awards, monitoring and review of any grants. The legal basis for processing your information is in agreement with our terms and conditions of the contract. 

We may share application data with the agency appointed by the Higher Education Commission Pakistan to assist with the management of the application process. We may share data with the agencies responsible for monitoring and evaluation as and when an agency is procured or contracted.

The British Council complies with the General Data Protection Regulations 2016/679 (GDPR). We process and handle personal information according to these regulations. The personal information that you provide on this form will only be used to process your application. The information will be viewed by the British Council staff and those who are a part of the decision-making process.

Your information will not be used/shared beyond the partners listed above for any other purpose without your specific consent. The British Council and the Higher Education Commission reserves the right to publish and share anonymised aggregated information with the stakeholders’ organisation details, where collected, are used for monitoring and evaluation and statistical purposes. Gender information and country of origin, where collected, are used solely for statistical purposes. If we need to contact you, we will do so using the contact details you have provided under the UK Data Protection law, you have the right to ask for a copy of the information we hold on you and the right to ask us to correct any inaccuracies in that information.

If you want more information about this, please contact your local British Council office or the Data Protection Team at:  [inforgovernance@britishcouncil.org](mailto:inforgovernance@britishcouncil.org)

 Or see our website: [www.britishcouncil.org/privacy-cookies/data-protection](http://www.britishcouncil.org/privacy-cookies/data-protection).

We will keep your information for a period of seven years after the project.

# Applicant screening

In order to comply with UK government legislation, the British Council may at any point during the application process, carry out searches of relevant third party screening databases to ensure that neither the applicant nor any of the applicant’s employees, partners, directors, shareholders is listed:

* as being wanted by Interpol or any national law enforcement body in connection with crime.
* as being subject to regulatory action by a national or international enforcement body.
* as being subject to export, trade, or procurement controls or (in the case of an individual) as being disqualified from being a company director.
* and/or as being a heightened risk individual or organisation, or (in the case of an individual) a politically exposed person.
* If the applicant or any other party is listed in a Screening Database for any of the reasons set out above, the British Council will assess the applicant as ineligible to apply for this grant call.

The applicant must provide the British Council with all information reasonably requested by the British Council to complete the screening searches. Please read the text to this effect on the application form and tick the box to show that you understand this.

# Contractual requirements

* The contracting authority is the British Council which includes any subsidiary companies and other organisations that control or are controlled by the British Council from time to time see: [www.britishcouncil.org/organisation/structure/status](https://www.britishcouncil.org/organisation/structure/status)
* The British Council is subject to the requirements of the UK Freedom of Information Act, (“FOIA”). Please indicate in your application whether FOIA also applies to your organisation so that we can reflect this in the Grant Agreement should you be successful in your application.

Appendix 1: Eligibility criteria checklist

|  |  |
| --- | --- |
| Eligibility criteria checklist Yes/No | |
| The application has been submitted by the applicant by the published deadline. |  |
| Head of the department or equivalent authority of the participating institution has read the application and has given her/his consent on their official letterhead. |  |
| The application form is completed in full and complies with the instructions given. |  |
| The application form has Global Development Impact statements and Gender Equality Statements. |  |
| Applicant must have the capacity to administer a grant and satisfy the British Council requirements to prevent bribery, fraud and professional misconduct. |  |
| Completed Budget sheet has been added with the application |  |

All the above criteria must have a ‘Yes’ as answers, to be eligible.

Appendix 2: Selection criteria

Assessment of the quality and development relevance of the applications will be performed by a Joint Panel comprising of assessors from the British Council and the Higher Education Commission.

1. Experience of performance (30%)
2. Methodology & Approach - Project timeline availability and confirmation (30%)
3. Commercial/ budgeting/ pricing (30%)
4. Monitoring and evaluation (10%)

Appendix 3: HEC Policy on PHD programmes

* <https://www.hec.gov.pk/english/services/faculty/Plagiarism/Documents/HEC-PhD-Policy.pdf>