Going Global Partnership

**Reviewing and Revamping Quality Assurance in Pakistan**

Proposal Form

September 2021

REviewing and revamping quality assurance in pakistan

The Higher Education Commission of Pakistan and the British Council would like to invite full proposals from consultants or agencies from the UK for this project. Please use the form below to submit your proposal.

In this project, we aim to review the current quality assurance processes followed by the Higher Education Commission and make recommendations towards making these processes and systems more outcome and result oriented.

The proposal should address the Applicant Guideline document being shared separately.

|  |  |
| --- | --- |
| Name of organisation  |  |
| Address of organisation |  |
| Contact information | *Name, Title* |  |
| *Telephone* |  |
| *E-mail* |  |
| *Website/Facebook* |  |
| Total Budget Requested (in GBP) |  |

**Detailed Project Description**

Project Objective

Describe the specific objectives of the proposed project; what will change as a result of this project? (500 words max)

Wider stakeholder analysis and consultation

Identify the key stakeholders (including state actors) in the specified locations that this project will engage with. Describe how you will engage with each and any challenges this will present? Outline which stakeholder groups have been consulted in the design of this project and how they have been engaged? (500 words max)

Project Outputs

*Define the specific outputs (results) that project will deliver to achieve its objective:* (500 words max)

Project Activities

*For each output describe in detail the specific activities that will be delivered to achieve the results.* (500 words max)

Risks and challenges

*Describe the main risks or challenges that you expect to face and how you plan to manage them (maximum 6 risks/challenges).*

|  |  |
| --- | --- |
| Challenge / Risk | Management |
| Risk / Challenge 1 | Management strategy |
| Risk / Challenge 2 | Management strategy |
| Risk / Challenge 3 |  |
| Etc |  |

**Budget**

Budget Summary

Please provide a summary of costs in the table below.

|  |  |  |  |
| --- | --- | --- | --- |
| *Output*  | *Year 1* | *Year 2* | *Total* |
| Output 1  |  |  |  |
| Output 2 |  |  |  |
| Output 3 |  |  |  |
| Output 4 |  |  |  |
| Staff costs:Number of days of consultants \* cost/ daily rate |  |  |  |
| M&E |  |  |  |
| Programme expenses  |  |  |  |
| All other costs |  |  |  |
| Overhead |  |  |  |
| Total |  |  |  |

**Project Management**

Project Team: roles & responsibilities

Describe the specific roles and responsibilities of the project team members and provide an organisation chart of the project team (500 words max + chart).

Personnel proposed

Present the names and relevant experience of the key experts who will be engaged in the project delivery. Please add CVs at the end of the form.

Management plan

Describe how you will manage the project, including finance and project reporting.

**Declaration**

I certify that I am duly authorized to submit this proposal form to the British Council and the Higher Education Commission Pakistan, on behalf of [applicant organisation].

Signature:

Name, Title:

Date: