Going Global Partnerships

**Research Capacity Building Programme in Pakistan**

Proposal Form

October 2021

RESEARCH CAPACITY BUILDING PROGRAMME in pakistan

The Higher Education Commission (HEC) of Pakistan and the British Council would like to invite full proposals from service providers to run a capacity building programme for researchers, reviewers and the institutional research management of Offices of Research, Innovation, & Commercialization (ORICs) for this project.

Please use the form below to submit your proposal.

The objectives of this assignment are as follows:

1. researchers have the capacity to develop quality research proposals for submission towards various large scale research grant opportunities at both the international and national levels.
2. reviewers have the capacity and training to deliver a rigorous, transparent, and consistent review process in line with international best practices.
3. enhancing the capacity of university ORICs in research management and commercialization support to researchers.
4. to train and support the Principal Investigators (PIs) & Co-PIs funded through the Pakistan UK Education Gateway and the HEDP research grants on: (1) research project management, to ensure they are able to achieve their proposed project milestones, and; (2) research commercialization pathways, to ensure that they are able to utilize commercialization support available through university ORICs to deliver the intended impact of their projects.
5. to benchmark the HEC research grant review process against international standards and propose a roadmap to improve the process.

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

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

**Detailed Project Description**

Project Objectives and methodology

Please describe the objectives to be pursued and the details of the methodology it will use to achieve them. (500 words)

Target groups and beneficiaries

Specify the target groups and beneficiaries of this project, and describe how your project will support greater inclusion of women, vulnerable, marginalised or otherwise excluded people? (250 words max)

Wider stakeholder analysis and consultation

Identify the key stakeholders 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? (250 words max)

Project Outputs

Define the specific outputs (results) that the 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 (Dec 2021-March 2022)* | *Year 2 (April 2022- March 2023)* | *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 |  |  |  |

*\*The timelines above are according to the British Council’s financial year is from April to March. The budget distribution for year 1 and year 2 need to be mentioned accordingly.*

**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, on behalf of [organization/ consultant].

Signature:

Name, Title:

Date: