Application Guidelines NORHED II

These guidelines are in support of the NORHED II call for applications and seeks to assist applicants in completing the application form. All applications for NORHED funding must be submitted through the MFA/Norad Grants Portal. No other form or means of submitting applications will be accepted.

MFA/Norad Grants Portal

The Grants Portal is the Norwegian Ministry of Foreign Affairs (MFA) and Norad’s electronic application platform, used for a range of different grant schemes funded by MFA/Norad. Therefore, some of the information and guidance provided in the application form might not be applicable to NORHED.

The applicant organisation in the Grants Portal shall be an accredited Norwegian higher education institution, and each project must have a designated contact person. Applications shall be developed jointly by respective partners in Norway and developing countries.

All those who are responsible for, or that will contribute to, NORHED applications must register as users in the Grants Portal. Information on registration and roles in the portal is available on the “Help” page in the Grants Portal. Here you will also find user guidelines related specifically to “new user” registration, overview of the portal, and the steps in submitting an application.

**Portal Administrator:** All applicant organisations must have a designated “Portal Administrator.” The portal administrator can edit the organisation’s information, administer roles in the portal on behalf of the organisation, and see all project applications linked to the organisation they represent. For most applicant organisations, this is already in place by the opening of the Grants Portal.

**Restricted User:** Norad recommends that applicants are registered as “Restricted User”. This role is assigned by the Portal Administrator once the applicant is confirmed as member of the application organisation. The applicant will remain “Provisional User” until confirmed by Portal Administrator. “Restricted User” prevents the application from being visible for other applicants across the organisation.

Online application

All relevant information must be included in the online application. Information provided regarding the applicant, cooperating partners, project description, budget and financing, and all required attachments must be complete and correct.

The information below is structured in accordance with the online application form in the Grants Portal. Information is provided in these guidelines where we consider that information in the application form is not applicable to NORHED and/or where additional clarification might be needed. Therefore, not all sections and fields of the application form are mentioned.
Organisation

The first part of this section pertains to the applicant organisation, i.e. university/college institutional level – and is partly prefilled by the organisation’s Portal Administrator. The information provided by the Portal Administrator will appear in all applications from that organisation.

Regarding the question of other grants or funding, please note that this pertains to the applicant/subunit in question.

Routines, systems, experience

In this section, information should be provided on the applicant’s routines, systems and experience relevant to project implementation. Information on different levels in the institution may be relevant.

For cooperating partners in the project, commitment letters are required (ref. “Additional information” below) including information relating to routines and systems at partner institutions.

Project Description

Overall project information

Thematic area: Choose the OECD DAC category that best describes the thematic focus of the proposed project.

Country/ies: Choose from the menu where the project will be implemented. For regional and cross-regional projects, please specify individual countries in the field below.

Information on priority countries for NORHED II is stated in the call for applications and provided in section 4.1. of the NORHED II Programme Document.

Project summary: Indicate at the beginning of the summary which sub-programme the project application is related to. The sub-programmes are described in Annex 1 of the NORHED II Programme Document.

The project’s expected results and relevance

The aim of NORHED is to strengthen capacities for higher education and research. The application must describe how the project will contribute to capacity building, and capacity building components and activities elements are included.

All applications must include a theory of change and a results framework. These are important tools for project management. The theory of change and results framework should be used to guide the development and implementation of more detailed work plans. A detailed work plan will be required if support is granted.

Problem analysis/baseline: The application is to give a concise description of the project based on the current situation and the need and/or reason for the project. The present situation and need/justification for the project shall be described for the
institutions/countries/region where the project shall be implemented. Reference should be made to scientific publications, surveys, studies, policies and strategies documenting/justifying the needs for interventions.

**Objectives and target group:** NORHED has defined overall impact and outcome formulations at programme level in the NORHED II Programme Document. Applications must include outcomes, outputs, indicators, baseline and targets and link these to the objectives at programme level.

Information in this section must be supported by uploading a detailed results framework using the NORHED II Results Framework Template (available on NORHED website). For further information on results management, please refer to [Results Management in Norwegian Development Cooperation – A Practical Guide](#).

**Sustainable Development Goals (SDG):** List the most relevant SDGs and targets for the application. There should be coherence between the SDGs listed here, and the description of project objectives and target group above.

**Theory of change:** A theory of change is an explanation of why and how a project or programme can be expected to achieve its results. There should be close alignment between the expected results formulated in the results framework and the change process described here. Information on the NORHED programme theory of change can be found in the NORHED II Programme Document.

**Relevance for the recipient countries and for cooperating partners:** The application shall describe how the project relates to strategic plans and priorities at the institutional, national and regional levels where capacity will be built.

**Sustainability, local ownership and exit strategy:** Sustainability here refers to the positive effects of the project that will continue after the grant has come to its end.

**Result framework:** Please upload the results framework template for NORHED II. The MFA/Norad template for results framework in the help text in the application form should **not** be used.

**Implementation plan/activity plan:** Please note that it is **not** required to upload an implementation/activity plan for NORHED applications. Detailed work plan will be required if support is granted.

**Theory of change:** It is possible, but not compulsory, to upload further information on the theory of change (e.g. model/visualization of pathways).

**Cooperating partners**

In this section, information about the partners in the project shall be provided. Add each partner by searching and/or creating new entry and describe the partner’s role and responsibility in the project.

In the following section the background and rationale for the partnership must be described. The application must describe the added value the different partners bring to the project. To
ensure institutional commitment, signed letters of commitment from each partner institution must be uploaded to the application. (see “Additional information” below).

The applicant, if proposal is funded, becomes agreement partner with Norad, and will be responsible for entering into contracts with all partners that are to receive funding under the project. The agreement partner shall have the overall responsibility for the budgets, workplans, progress reporting, and financial reporting for all partner institutions involved in the project, in addition to monitoring and evaluating results. The agreement partner is obliged to ensure that the project is organised in such a way as to prevent corruption, irregularities and the misuse of funds.

**Risks and cross-cutting issues**

**General risk**

Risks are closely linked to results and should consequently be analyzed against the results framework of the project. There are both internal and external risk factors that may hinder success. The first step in risk management is to identify the risk factors. The next step is to analyze the risks, in terms of the probability of their occurrence, and the consequences they are likely to have for the success of the project. The final step is the risk response, or the mitigation.

All applications must include a risk analysis that describes the risks involved in the project and a plan for handling of such risks.

**Cross-cutting issues**

If anticipated that the project may have a negative effect on either of the cross-cutting issues, the risk must be specified, and probability and consequence level indicated. In addition, risk-reducing measures must be described. NORHED projects should seek to prevent, minimize, mitigate or compensate for adverse impacts on the cross-cutting issues. If not anticipated that the project will have a negative effect, please provide an explanation.

The four cross-cutting issues are:

**Human rights:** Particular attention should be given to the following key human rights principles: non-discrimination (the right not to be discriminated against based on ethnicity, religion, sex, disability, etc.); participation (the right to freedom of expression and access to information, freedom of assembly and association, the right to participate in decision-making processes that affect people’s lives etc.); and accountability (equality before the law, mechanisms to hold duty bearers accountable etc.).

**Women’s rights and gender equality:** Project could negatively affect i.e. women’s access to social services, labour markets, or other resources, weaken women’s position in the community, or increase vulnerability to violence against women. Views of both men and women should be included when developing the project proposal.

**Environment and climate change:** Potential negative climate-related effects of projects include increases in greenhouse gas emissions and greater vulnerability to climate change.
Potential negative environmental effects include increased pollution, land degradation, loss of biodiversity and loss of ecosystem services.

**Anti-corruption:** Risks of creating or perpetuating corrupt practices or structures in the project, local community, region or country should be considered. Typically, corruption manifests itself through bribes, extortion, conflicts of interest, nepotism, facilitation payments, collusion etc.

**Duration and budget**

NORHED II projects shall have a project period of either 3 or 6 years, with a tentative budget frame of NOK 10-20 million. A financial plan shall be specified for all partner institutions involved in the application.

**Detailed budget:** Budget and breakdown of expenditures must be provided in a separate attachment, using the NORHED budget template suitable for your partnership (3, 4, or 5 partners). Should there be any need to add additional partner institutions, the applicant organisation can contact Norad for necessary adjustments to the template. Please note that the MFA/Norad budget template in the help text in the application form should not be used.

Please note that not all information in the help texts in this section is relevant to NORHED. Instead, refer to the budget guidelines for NORHED II.

**Additional information**

**CVs:** Please submit CVs of the project coordinator and other main project participants named in the application form (max 2 CVs per partner institution). The CVs must specify the scientific qualifications, managerial skills, previous experience from similar partnerships/projects and key interest/expertise areas. Further the CV must include a list of key publications and patents relevant for the application. The length of the CVs shall not exceed 2 pages per person.

**Letter(s) of commitment (max. 2 pages):** A formal confirmation from the university/college management level of each partner institution should confirm commitment to the proposed project and explain why the project is important to the institution. This letter must include information about the institution’s role in the project and specific commitments for project implementation. The partner institutions in the project must further inform (ref. section on routines and systems in application form) whether they have:

1) An anti-corruption strategy and a whistleblowing channel
2) Written routines for procurement
3) A financial management manual
4) Ethical guidelines
5) A gender equality policy
6) Guidelines for detection and prevention of sexual harassment and sexual abuse or exploitation