

Grant Scheme Rules for Support for Capacity Building within Research and Higher Education - Chapter/Item 165.70

These Grant Scheme Rules have been drafted pursuant to section 6 of the Regulations on Financial Management in Central Government and chapter 6 of the Provisions on Financial Management in the Central Government. These Grant Scheme Rules apply to Norad's management of parts of chapter 165.70. The Regulations on and provisions on Financial Management in the Central Government have precedence over these Rules.

The scheme shall also receive resources from 168.70 Women and gender equality and 169.70 Vaccination and health for special efforts.

1 Objectives of the scheme

The primary objective of the scheme is increased capacity within higher education and research in the South.

By increased capacity it is meant strengthened capacity for institutions in the South to educate more candidates able to contribute to social, economic and cultural development in their own countries or regions, and to increased quality and quantity of research conducted by the countries' or regions' own researchers.

Increased capacity within higher education and research shall help in:

- promoting sustainable development of society and commerce and industry, within Norway's thematic and geographical priority areas, among others
- Increased knowledge generated by researchers from the South
- Increased knowledge with enhanced relevance for development and poverty reduction in the South
- promoting women's participation in research

Support for capacity building within research and higher education is provided within the framework of current policy guidelines, particularly the annual budget proposition (Proposition No. 1 to the Storting). Support is subject to annual fiscal budget allocations.

2 Target group for the grant scheme

Target groups for this grant scheme are:

- universities and other higher education institutions in the South
- universities and higher education institutions in Norway who collaborates with institutions in the South
- regional organisations that aim to build competence within research and higher education in the South

3 Criteria for achievement of objectives

All applications for funds for research and research dissemination for consideration by Norad shall describe the following levels of objective:

- Level 1 (Output): Number of graduates at PhD, Master and Bachelor levels, number of course programmes established or modified
- Level 2 (Outcome): The extent to which the graduates contribute to increased capacity at the universities or increased capacity in different sectors of the South society
- Level 3 (Impact): The extent to which increased capacity and competence at higher education and research institutions and to which the candidates graduating from the universities as a result of the support, contribute to the development of society and commerce and industry in the South

All applicants shall state results at levels 1 and 2 and, if realistic, also at level 3. In order to enable aggregation of result information from the various projects under the scheme at the level of the scheme's overall objective, result reporting from each project must be at the highest possible level, where "output" is the lowest level and "impact" is the highest. Result indicators shall be given for all objectives. All objectives shall in addition be accompanied by a risk analysis. In connection with reports, achieved objectives shall be presented in relation to the result indicators. Unachieved objectives should ideally be explainable in relation to the risk analysis.

When the management of schemes or parts of schemes is delegated to another grant manager, requirements regarding achievement of objectives, result indicators and risk analysis for the grant shall be discussed at the consultative meetings and be communicated in the letter of allocation issued by Norad. The grant manager shall communicate and follow up achievement of objectives by the grant recipients. The grant manager is responsible for reporting to Norad regarding achieved/unachieved results in relation to the result indicators.

4 Allocation criteria

Funds for capacity building of higher education and research institutions shall primarily be allocated following application in a competition between grant applicants. When considering allocations, importance shall be attached to:

- the specification of needs with regard to candidates and planned education of candidates at all levels, including the need for increased capacity of educational institutions and the need for candidates in the community
- the specification of needs for increased research capacity
- the educational programme that is planned
- the extent to which the institution has the capacity and competence to educate the planned number of candidates at the specified levels
- implementation capacity, including finance
- the hierarchy of objectives and result indicators
- risk analysis
- the extent to which the increased capacity will contribute to sustainable development and poverty alleviation
- the extent to which the increased capacity will contribute to strengthening women's positions

- When allocating funds directly from Norad to grant recipients, Norad shall ensure that applications are evaluated and weighed in relation to the above criteria.
- When allocating funds via another grant administrator, the grant administrator concerned shall be responsible for the follow-up of the allocation criteria. Weighting of criteria and measures in relation to grant recipients shall be discussed at consultative meetings between Norad and the delegated authority, set out in letters of allocation and laid down in agreements between the parties.
- All research and research dissemination shall follow common ethical guidelines. The Grant recipient is required to have ethical guidelines for its development assistance activities.

5 Information for potential grant recipients

Notification of available funds may be given

- directly by Norad to grant recipients
- via delegated authorities after consultation with Norad
- on Norad's website: Norad.no

6 Follow-up and control

Grant recipients are responsible for management of grants in accordance with the grant letter and the agreement concluded, from the date the amount is received until all conditions have been met. Reporting requirements and disbursement procedures are laid down in agreements with the grant recipient; in the case of delegated schemes in agreements with the grant manager. Norad attempts to adapt reporting requirements and reporting dates to the recipient's routines. Norad shall attempt to harmonise reporting requirements and dates with other grant providers.

When delegating to other grant managers, Norad shall issue annual letters of commitment. Norad shall receive and approve annual plans, budgets, annual reports and accounts for the programmes. The annual plan shall present a brief, systematic summary of expected development in relation to objectives, results for the coming year with reference to long-term plans for the whole agreement period. The budget shall be set up in such a way that individual items can be identified in the annual accounts and annual reports. The annual report shall present results. Two annual consultative meetings shall be held between the delegated grant manager and Norad.

In the case of direct allocations by Norad, Norad shall receive annual plans, budgets, annual reports and audited accounts by specific deadlines laid down in the agreement. If the auditor does not submit a clean Auditor's Report for the accounts, Norad will consider what sanctions shall be applied.

The grant is normally disbursed in two instalments per year. Advance disbursements may maximally apply to a period of six months. The first disbursement takes place following the signing of the agreement by both parties. Subsequent instalments are disbursed on written request from the grant recipient. The disbursement amount shall, if appropriate, be offset against unused funds from the previous year. On expiry of the agreement, unused funds shall be reimbursed to Norad. Grant funds in respect of which Norad has not received a satisfactory auditor's report are deemed to be unused, and a demand for reimbursement shall be made.

Applicants must be able to identify risks related to realization of the goals of the project applied for, and consider what counter-measures may, if appropriate, be implemented and what type of risk may be accepted. The methodological requirements imposed by Norad are described in detail in the publication: *Results Management in Norwegian Development Cooperation*, December 2008, which is available from

Norad's web site.

Allocation decisions and rejections of applications for grants are individual decisions pursuant to section 2, first paragraph (b), of the Public Administration Act, and may be appealed to the Ministry of Foreign Affairs, cf. section 28, second paragraph, of the Public Administration Act. The appeal shall be submitted to Norad within three weeks from the date that notification of the decision is received by the applicant, cf. sections 29 and 32 of the Public Administration Act.

The grant recipient and collaborating institutions are obliged to organise their activities in such a way that corruption and irregularities are effectively combated. The grant recipient and collaborating institutions are obliged to refuse all forms of gift, offer, payment or benefits involving unlawful or corrupt practice, and Norad shall be immediately notified of such cases.

Norad practices zero tolerance on financial irregularities. This means that the grant recipient is obliged to organise its operation and activities in such a way that corruption, misuse of funds and financial irregularities are effectively countered through the entire organisation down to the end-user.

Justified suspicion of financial irregularities shall without undue delay be reported and followed-up, in accordance with the current "Guidelines for Norad's handling of suspected financial irregularities" (valid from January 26, 2011).

Norad has established a "whistleblowing channel" where it is possible to report anonymously according to the described procedures on norad.no:

<http://www.norad.no/Om+Norad/Varslingstjeneste?link=snarveier>

By suspicion of irregularities or other forms of misuse of funds in a project funded under this grant scheme, disbursements shall, as a general rule, be put on hold until further investigations are made and facts clarified. If financial irregularities are documented, a claim for reimbursement to Norad shall be made for the funds that are documented misused.

7 Evaluation

Evaluations may be conducted as necessary for the whole scheme or parts of it, or for cross-cutting topics/objectives/countries that cover two or more grant schemes.