



CALL

**International Training
Programmes (ITP)
2020 and 2021**

Table of contents

Summary	4
1. Background	5
2. Definition and objectives	5
2.1. <i>Definition</i>	5
2.2. <i>General objectives (impact)</i>	6
2.3. <i>Specific objective (outcome)</i>	6
2.4. <i>Intermediate results (outputs)</i>	6
2.5. <i>Monitoring & evaluation of the ITP objectives</i>	7
3. Budget and implementation	10
3.1. <i>Available budget per ITP</i>	10
3.2. <i>Implementation</i>	11
4. Eligibility criteria	11
4.1. <i>Eligibility of applicants</i>	12
4.1.1. Promoter	12
4.1.2. Budget holder (optional)	12
4.2. <i>Eligibility of budget and implementation period</i>	12
4.3. <i>Eligibility of countries and participants</i>	13
4.3.1. Country in which the ITP is organized and language of the programme	13
4.3.2. Participants of the ITP	13
4.4. <i>Eligibility of thematic areas</i>	15
4.5. <i>Eligibility of activities and related costs</i>	15
4.6. <i>Eligibility of submission modalities</i>	17
5. Selection	17
5.1. <i>Selection criteria</i>	17
5.2. <i>Selection commission</i>	18
5.2.1. Composition	18
5.2.2. Follow-up of selection commission meeting	18

6. Application modalities	19
6.1. <i>Methodology</i>	19
6.2. <i>Formats and annexes</i>	19
6.3. <i>Deadline</i>	20
6.4. <i>Submission modalities</i>	21
6.5. <i>Application support</i>	21
6.5.1. Contact addresses of the ICOS per university association	21
6.5.2. Contact at VLIR-UOS	22
7. Timeline	22
8. Annexes	23
8.1. <i>Enclosed formats</i>	23
8.2. <i>Other forms</i>	23
8.3. <i>Background information</i>	23
9. Abbreviations	24

Summary

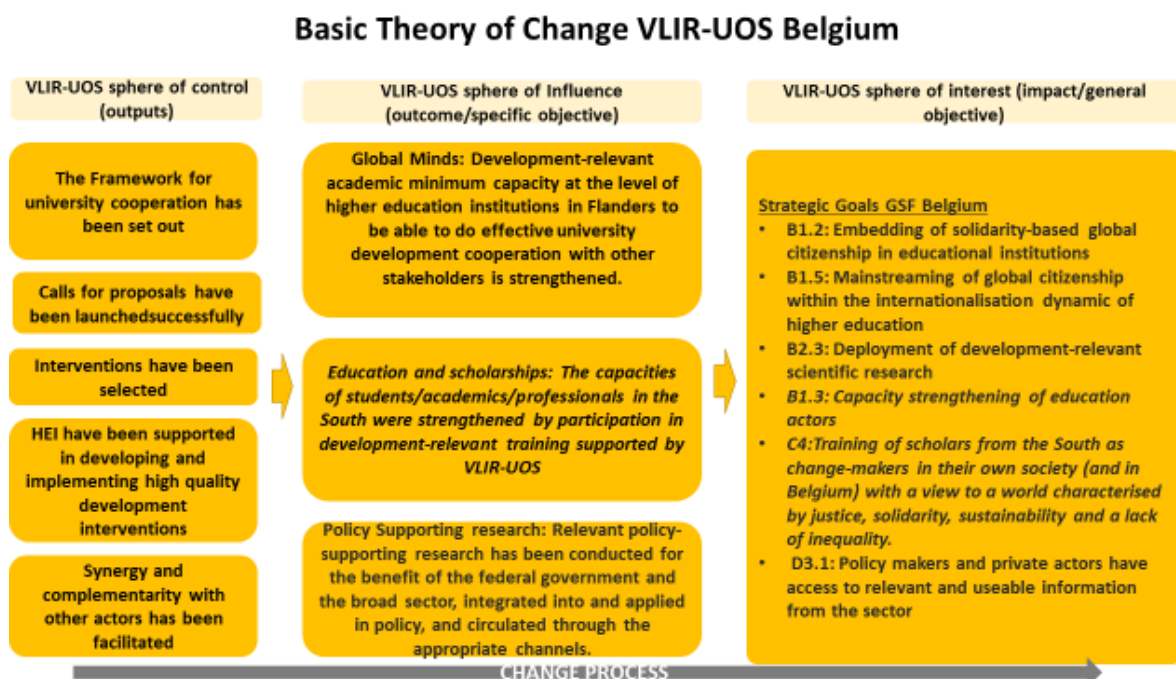
Budget	<p>Selection for one or two years (2020 and/or 2021):</p> <ul style="list-style-type: none"> • Scholarships for participants (indicative number of maximum 12 scholarships per ITP) • Indicative programme allowance (number of days x number of scholars x bench fee. E.g.: 90 x 12 x 54 = 58 320 EUR)
Duration	<p>Calendar years 2020 and/or 2021</p> <p>An ITP is a practical and short term training in Belgium of min. 14 days and max. 3 months per year, course days and social activities included but travel days excluded</p> <p>For visa purposes, the total stay in Belgium (and in Schengen zone in general) of the (scholarship) participants cannot exceed 90 days.</p>
Eligibility	Professors / researchers / lecturers at a Flemish university or university college
Countries	An ITP should be organized in Belgium
Launch of the call	19 February 2019
Deadline submission project proposals at the level of the Flemish universities and university colleges (ICOS of the university association)	29 May 2019 (see 6.5.1)
Submission (two-stage)	by the Flemish academic to the ICOS by the ICOS to VLIR-UOS
Deadline sending proposals by ICOS of the university association to VLIR-UOS	14 June 2019
Selection	Second half of September 2019
Implementation period	Between 1 January 2020 and 31 December 2020 and 1 January 2021 and 31 December 2021

1. Background

In the framework of this call professors / researchers / lecturers at a Flemish university or university college can submit a proposal for an International Training Programme (ITP).

Since the 2016 law and Royal Decree on development cooperation entered into force, VLIR-UOS foresees in the implementation of interventions within country programmes. ITP programmes are part of the Belgium programme of VLIR-UOS and aim to contribute to the specific objective of ‘**Education and scholarships**’.

The Training programmes contribute to the **capacity strengthening of education actors** and the training of scholars from the South as change agents **in their own society**, two strategic goals of the JSF Belgium. See Theory of Change VLIR-UOS Belgium below.



2. Definition and objectives

2.1. Definition

An International Training Programme (ITP) is a short or medium term, intensive, interactive, and applicable training focusing on a development relevant topic. It targets participants from developing countries with relevant professional experience in the topic of the ITP and who are active in a relevant organisation or institution. The training enables participants to use and share new knowledge, skills and practices in their home organisation or institution. An ITP is organised at a university or university college in Belgium/Flanders. VLIR-UOS provides scholarships in order to facilitate the participation of the targeted participants.

2.2. General objectives (impact)

An ITP gives young scholars, scientists and professionals the opportunity to follow a highly qualitative course in an international environment at one of the Flemish universities or university colleges. By reinforcing participants' capacities and stimulating the exchange of practical knowledge and skills that participants can apply in their organisation in their home country, the training programme contributes to the development of these organisations (institutional impact), also helping to positively shape their communities and societies in the longer term (societal impact). Applying specific skills and knowledge can for example lead to better research practices, contribute in shaping conditions for a more performant private sector and better policy making, transparent leadership, entrepreneurship, civic engagement, innovation, effective local technologies, etc. A training programme thus invests in individuals so they become change agents who can contribute to the sustainable development of their country.

2.3. Specific objective (outcome)

After completion of the ITP, the participants' individual performance increases through the use and application of practical knowledge and skills in a professional context (private, academic, public or NGO), thereby contributing to positive organizational/institutional development. For example; the use of innovative educational methodologies, integration of policy supporting research, use of project planning, installation of M&E policy, etc.

2.4. Intermediate results (outputs)

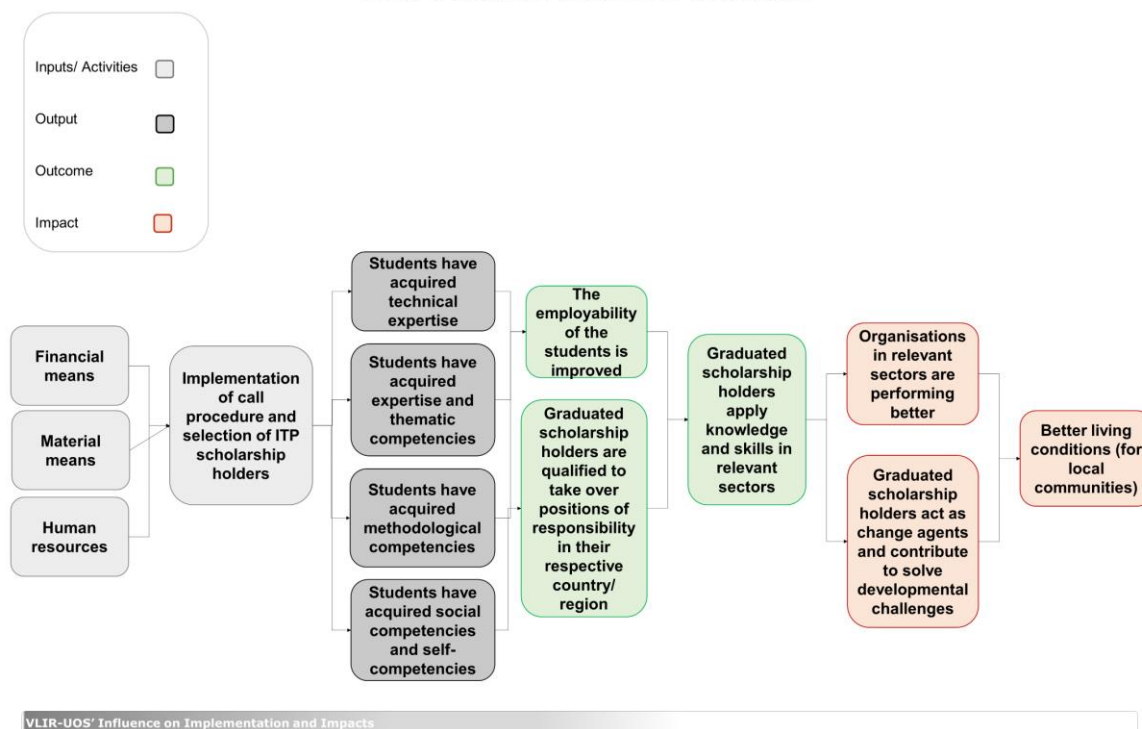
The specific objective is reached by delivering 3 outputs:

- (1) A high quality International Training Programme is organized;
- (2) The participants' knowledge is effectively deepened and strengthened during the ITP;
- (3) The participants' skills concerning the application and/or transfer of the obtained knowledge is effectively strengthened during the ITP, thereby taking into account the specific contexts in the countries of the participants.

2.5. Theory Of Change International Training Programmes

The different result levels described above result in the following Theory of Change for VLIR-UOS ITP Programmes:

Theory of Change for VLIR-UOS ITP programmes



2.6. Monitoring & evaluation of the ITP objectives

Every ITP needs to report on the achievement of objectives and intermediate results on an annual basis. VLIR-UOS identifies 5 different result levels¹ for ITPs, all five focusing on ITP participants. The levels are formulated to objectively analyze the effectiveness and impact of a training and allows further improvement in the future.

VLIR-UOS expects ITPs to report at least on the level 1 (reaction) and level 2 (**learning**).

VLIR-UOS will organise a survey whereby all ITP scholarship holders will receive a questionnaire before the start of each training and six months after the respective training finished. This means that all VLIR-UOS scholars whom are participating in a training programme, will receive a link to an online survey before they start the programme and one after they complete the programme. These questionnaires will focus on the monitoring of level 3 and level 4. The data will be shared with every ITP. Level 4 and 5 might be evaluated through an overall ITP impact evaluation organized by VLIR-UOS or the Directorate General for Development Cooperation and Humanitarian Aid (DGD).

LEVEL 1 – REACTION	What? The participants' perception of the programme; the level of satisfaction with the course, teachers, curriculum relevance, etc.
	Linked to? Intermediate results (outputs)

¹ Mainly drawing from Kirkpatrick's four-level model (Kirkpatrick), the HRD Evaluation research and measurement model (Holton) and the ATLAS/AFGRAS programme model (Aguirre international)

How to monitor? ITPs need to monitor the quality of the ITP programme by monitoring the reaction of participants. In order to monitor the reaction of participants, an ITP can apply different methods: focus group discussions, end-of-programme satisfaction surveys, etc. An **example** is provided below but each programme can decide how to follow up on this level:

		Strongly Disagree	Disagree	Agree	Strongly Agree
1	The level of the ITP was appropriate to my skills and knowledge				
2	The ITP was well taught				
3	The ITP has significantly increased my knowledge				
4	The ITP has significantly increased my skills				
5	The ITP has adequately prepared me to apply the skills/knowledge acquired through the training in my job				
6	I think the ITP will help advance my career				
7	The ITP has provided me with a better understanding of life and values in Flanders				
8	I would strongly recommend this ITP to colleagues				

LEVEL 2 – LEARNING	What? The acquisition of skills and knowledge. Did the transfer of knowledge and/or skills occur? Have the learning outcomes of the ITP been realized?
	Linked to? Intermediate results (outputs)
<p>How to monitor? ITPs need to monitor the acquisition of new knowledge by participants. The ITP can apply different methods to examine whether or not participants have actually acquired the skills and knowledge taught by the ITP and whether or not learning outcomes have been sufficiently met (cfr. ‘effectiveness’ in the application form): final exams, presentations, pre-post ITP test, etc.) Every ITP needs to be able to show to what extent participants have effectively attained learning outcomes.</p>	

LEVEL 3 – APPLICATION	What? The application of skills and knowledge by the ITP participant after completion of the ITP in his/her own organization (professional activities).
	Linked to? Specific objective (outcome)
<p>How to monitor? VLIR-UOS will monitor this level 3 by using an online questionnaire. This survey will be sent to participants of ITP programmes, before the start of the programme and 6 months after completion of the programme. Using a standardised survey allows VLIR-UOS to harmonise monitoring results at outcome level (both internally (VLIR-UOS) as internationally) and to fulfil VLIR-UOS’ accountability requirements. The survey will mainly look at the extent to which participants are actually using the acquired skills and knowledge in their work environment. VLIR-UOS will organise this standard survey and will provide ITP programmes access to these data.</p> <p>Evidently ,VLIR-UOS welcomes any complementary initiative by ITP programmes that want to further monitor to what extent the ITP participants are applying the newly obtained skills and knowledge in their professional activities and how this is or can be advancing their career (but programmes are not obliged to do so).</p>	

	What? The effect the graduate has on its own organization (e.g. better and more research).
--	---

LEVEL 4 – INSTITUTIONAL EFFECTS	Linked to? General objectives (impact)
How to monitor? This level of change is expected to occur only after an ITP programme has ended. ITP programmes are therefore not expected to monitor this level of change. The standard survey will ask some questions about this level and it will be part of alumni surveys (organised every 2,5 years). Also, future impact evaluations could also possibly look at this level of change.	

LEVEL 5 – HIGHER LEVEL IMPACT	What? The changes that the graduate's performance brought to the development of the country (or beyond, internationally).
	Linked to? General objectives (impact)
How to monitor? This level of change is hoped to occur only after an ITP programme has ended and ITP programmes are therefore not expected to monitor this level of change. The standard survey will ask some questions about this level and it will be part of alumni surveys (organised every 2,5 years). Moreover, future impact evaluations could also possibly look at this level of change.	

2.7. Synergy and complementarity

Synergy and complementarity (S&C) can improve the impact of development cooperation interventions and is a top priority of the Belgian minister of Development Cooperation and encouraged by the reform of non-governmental cooperation in 2016. In order to promote S&C, all Belgian non-governmental development actors were invited to elaborate a Joint Strategic Framework (JSF) per country in 2016. These JSFs provide information about the goals to which the actors want to contribute, and also indicate potential for synergy and complementarity.

In line with the aims of the Joint Strategic Frameworks, DGD emphasises the importance of strengthening complementarities with other actors, projects and calls for the realisation of synergies as well as close collaboration with other VLIR-UOS funded interventions and projects, other development actors and other (non-VLIR-UOS funded) projects, on both the operational and strategic level.

Synergy and complementarity will be integrated as an element in the selection of ITP proposals, more in particular when discussing the (developmental) relevance of the proposals.

2.8. Transversal and priority themes

According to the Belgian law on development cooperation of 2013, following themes need to be integrated in a **transversal** way within all interventions of the Belgian development cooperation as to reach sustainable and inclusive development:

- the **gender dimension**, which aims at the empowerment of women and at the equality between men and women in society;
- the protection of the **environment** and of **natural resources**, including the fight against climate change, drought and global deforestation.

The Minister of Development Cooperation also identified a number of **priority** themes which play an important role in reaching the Sustainable Development Goals. VLIR-UOS focuses on the following two:

- **Digital for development (D4D):** digitalization is a crosscutting enabler to achieve better results, not a goal in itself.
- **Private sector development:** stimulating the private sector in developing countries generates economic growth there. And economic growth is, in turn, an important pillar in the quest for sustainable development and the fight against poverty.

3. Budget and implementation period

This call invites to submitting proposals for International Training Programmes organised in 2020 and/or in 2021, and thus to secure budget for a period of one or two years. It is up to the programme organisers to decide whether they want to organise the training programme once or twice and whether they differentiate between the first and second edition (e.g. different topic, different regional focus, different target group, ...). Promoters can decide to pool budgets and organise two adjacent ITP editions, one at the end of 2020 and one at the beginning of 2021.

3.1. Available budget per ITP

The allocated budget for an ITP consists of a scholarship per VLIR-UOS granted participant on the one hand, and a programme allowance on the other.

An indicative yearly budget of 209.925 EUR is available within the 2020 and 2021 budget of VLIR-UOS for the organization of ITP programmes. The number of training programmes that can be organised depends on the amount of fundable and selected proposals, the duration of those proposals and the number of scholars. Selection of ITPs with a shorter duration could imply the possibility to fund more ITPs or it could be decided to select more ITPs but reduce the number of scholarships per programme.

ITP budget

The ITP budget needs to (partly) cover the organisation of the training in Belgium.

The budget is allocated on the basis of the number of VLIR-UOS granted scholarship participants as well as the duration of the training in Belgium and a fixed bench fee (54 EUR). The maximum amount for an ITP programme is 58.320 EUR (= 90 days x 12 scholarships x 54 EUR bench fee)

A promoter can apply for a budget, on the basis of a well-developed budget proposal plan. As part of the overall ITP application (Annex 1), applicants are therefore invited to submit a budget proposal (Annex 2) for the organization of a short training programme with a strong South dimension.

VLIR-UOS stimulates co-funding of the ITP by partners other than VLIR-UOS. Through co-funding, VLIR-UOS intends to encourage the applicants/organisers to enlarge the training's basic funding, and to guarantee the training's relevance for international and university (college) cooperation.

Scholarships

The scholarships aim to facilitate the participation of attendants coming from the VLIR-UOS country list for scholarships. The requisites and criteria for a scholarship can be found under 4.3.2. and on the [VLIR-](#)

[UOS website](#). The corresponding scholarship amounts are transferred by VLIR-UOS to the central administration of the Flemish university or university college in the framework of an agreement which is concluded between VLIR-UOS and the Flemish university or university colleges as a whole.

The Flemish institute is responsible for the payments to the scholarship holders, for their reception, housing and general guidance. Therefore, the management of these scholarships generate **coordination costs**, which are covered within the scholarship agreement with the university or university colleges at a rate of maximum 10% of the total scholarship expenses.

The scholarship guidelines can be downloaded from our website www.vliruos.be under Documents > Guidelines and Forms > Scholarship guidelines and report forms > Scholarships allowances, guidelines and forms. The scholarship guidelines are formulated in agreement with DGD and have a mandatory nature.

3.2. Implementation

The training programme in Belgium must cover minimum 14 and maximum 90 days per year, course days and social activities included but travel days excluded. It is important to note that because of visa restrictions, the total stay of an ITP participant (in the Schengen zone) can never exceed 90 days. In practice this means that the maximum duration of an ITP will be approximately 86 days per year maximum, to allow the (scholarship) participants to arrive in and leave Belgium 1 or 2 days before and after the training.

After selection of the ITP (September 2019) and approval of the 2020 budget, VLIR-UOS will draft an agreement between VLIR and the Flemish university or university college to which the promoters of the ITP programme are affiliated, to establish rules governing the management and use of, and responsibility for, the resources allocated.

4. Eligibility criteria

Eligibility criteria define whether or not a proposal can be accepted to enter the selection process. Eligibility criteria will be checked on the basis of an objective and simple yes/no answer. Therefore, eligibility criteria which are not fulfilled, will result in the rejection of a proposal.

Eligibility of applicants	Eligibility of Flemish (co)promoters
Eligibility of budget and implementation period	Maximum budget and maximum implementation period
Eligibility of participants	List of eligible participants
Eligibility of activities and related costs	List of (non-)eligible activities and related costs
Eligibility of submission modalities	Timely and complete submission through the VLIR-UOS database (all required documents in English)

4.1. Eligibility of applicants

The promoter(s) and budget holder should meet the following criteria.

4.1.1. Promoter

Professors, researchers and lecturers, who are affiliated with a Flemish university or university colleges, can apply to this call on the condition that they:

- will remain affiliated with the institution for at least the scheduled duration of the project;
- are authorized to submit a project proposal (this does not mean they have to be able to enter into financial commitments on behalf of the institution, see budget holder);
- have the required competences to successfully manage and lead the programme;
- are the (co-)organiser of the ITP.

The Institutional Coordinator for Development Cooperation (ICOS) of the applicant's association will translate these criteria to the various academic statutes (see below – 6.5).

The tasks can be divided among several professors, researchers or lecturers, providing that there is a written statement of each promoter in which he/she agrees with the division of tasks.

4.1.2. Budget holder (optional)

The budget holder is the person who will be mandated to make financial engagements on behalf of the institution. This person can be but is not necessarily the same person as the promoter. A distinction is made between promoter and budget holder, in case the person submitting a proposal is not allowed to enter into financial commitments on behalf of his/her institution. The budget holder will then sign the contract together with the promoter and is therefore, together with the promoter, responsible for the implementation of the project.

4.1.3. Resubmissions

An ITP proposal that was not selected in a previous selection round, can be resubmitted without limitation, if motivated in the relevant section in the proposal format. The motivation will be taken into account by the selection commission when assessing the proposal.

In case an ITP programme was selected before, an evaluation of the previous edition(s) of the ITP should be included as part of the proposal.

4.2. Eligibility of budget and implementation period

This call aims at ITP's that will be implemented in 2020 and/or 2021. Selection thus implies the organization **of one or two editions** of the ITP.

The ITP has to take place in 2020 and/or 2021. The ITP 2020 cannot start before 1 January 2020 and has to end latest on 31 December 2020. The ITP 2021 cannot start before 1 January 2021 and has to end latest on 31 December 2021.

The actual training programme in Belgium must cover 14 to 90 days per year (course days and social activities included but travel days excluded). The maximum stay of a (scholarship) participant in Belgium cannot exceed 90 days, which is the maximum amount of days for a visa type C.

The total allowance for an ITP programme consists of a budget for the training in Belgium, depending on the number of scholars, number of training days and a fixed bench fee. The total maximum budget cannot be exceeded. A detailed budget proposal needs to be submitted and will be reviewed/checked as part of the selection procedure. As a consequence it can be requested to adjust certain costs or some costs can be refused.

4.3. Eligibility of countries and participants

4.3.1. Country in which the ITP is organized and language of the programme

The training programme can only be organised in Belgium.

In line with the programme objectives and target group, the training programme can be organised in French or English. If the programme organisers choose to organise the ITP in French, this should be clearly motivated in the proposal (e.g. specific target group). Please note that all documents of the proposals should be submitted in English (see section 6 application modalities).

4.3.2. Participants of the ITP

Target Group

The target group of an ITP are in principle international professionals/students (scholarship holders can only be nationals and residents of the 31 scholarship countries).

The target group(s) (and criteria) aimed at by the applying promoter should be specified in the application form (annex 1), together with preliminary information on the possible participants and a description of the recruitment strategies that will be used.

General academic admission

All candidates applying for the ITP need to comply with the academic criteria as set by the programme. These requirements relate to the academic level and content, as well as professional experience, and are therefore not defined by VLIR-UOS.

Scholarship applicants

The ITP's organising committee is responsible for a targeted communication strategy in order to recruit participants, as well as for the organization of the application by and selection of the participants / scholarship candidates. VLIR-UOS monitors the intake of scholarship participants at meta level, and provides links to the ITP's website or the website of its organizing university or university college on its own website. VLIR-UOS also informs the Belgian embassies and other relevant partners in the scholarship countries. The ITP organizers are responsible for the scholarship selection and define the selection procedure. VLIR-UOS validates the selection and DGD is responsible for the final approval.

In order to be eligible for a VLIR-UOS scholarship, participants that can be admitted academically must meet a number of eligibility and selection criteria defined by VLIR-UOS and DGD.

Eligibility criteria

- *Nationality and country of residence*

A candidate should be a national and resident of one of the countries of the VLIR-UOS country list for scholarships at the time of application. Country of nationality and of residence should not necessarily be the same e.g. a Rwandan residing in Burundi could be eligible for a scholarship.

- **Africa:** Benin, Burkina Faso, Burundi, Cameroon, DR Congo, Ethiopia, Guinea, Kenya, Madagascar, Mali, Morocco, Mozambique, Niger, Rwanda, Senegal, South Africa, Tanzania, Uganda, Zimbabwe.
 - **Asia:** Cambodia, Indonesia, Palestinian Territories, Philippines, Vietnam.
 - **Latin America:** Bolivia, Cuba, Ecuador, Guatemala, Haiti, Nicaragua, Peru.
- *Professional situation*
The candidate should have relevant professional experience. As part of the scholarship application, he/she has to submit a support letter confirming (re)integration in a professional context where the acquired knowledge and skills will be immediately applicable.
 - *Former scholarships*
A candidate can only submit one VLIR-UOS scholarship application per year, irrespectively of the scholarship type. As a consequence, a candidate can only be selected for one VLIR-UOS scholarship per year. The ITP candidate who earlier received a VLIR-UOS scholarship to participate in an International Master Programme or Short Training Initiative (STI) can only be selected if the previously attended programme or course is thematically linked to the concerned ITP. Overall, preference should be given to candidates who have never received a VLIR-UOS scholarship.

Selection criteria

- *Motivation*
It is essential that the motivation and the career goals of the candidate focus on development relevant goals which are dealt with in the training programme. Not only previously obtained academic results are important, but also the possible leadership potential and the possibility of the candidate to act as a change agent in the home country after completion of the training programme.
- *Professional background and experience*
VLIR-UOS gives priority to candidates who are employed in academic institutions, research institutes, governments, social economy or NGOs. However, candidates employed in the profit sector can be eligible for the scholarship. An additional motivation is requested in this case. Preference will be given to candidates who can demonstrate a higher possibility of implementing and/or sharing the newly gained knowledge and skills upon return to the home country.
- *Gender*
The selection committee will aim at a balance between the number of male and female candidates awarded a VLIR-UOS scholarship.
- *Age*
Depending on the objectives of the programme, the required knowledge of the candidates and the planned follow-up trajectories after completion of the programme, the course organizers can decide to install a selection criterion related to the age of the candidates.

- *Regional balance²*
The selection committee will aim at a diversification of candidates from different countries and continents. The selection committee will also aim to award at least 50% of the available scholarships to candidates coming from Least Developed Countries (defined by OECD-DAC for ODA recipients), provided that there are sufficient qualitative candidates from these countries.
- *Social background*
In case of two equally qualified candidates, preference will be given to candidates who can demonstrate that they belong to a disadvantaged group or area within their country or an ethnic or social minority group.
- *Fungibility with other VLIR-UOS funding*
Scholarship candidates working in a university where VLIR-UOS-funded programmes and projects (IUC, NETWORK, TEAM, JOINT) are being organized and who are involved in, or are affiliated to the project, have to clarify why they apply for a scholarship as well as justify why their participation to the training programme cannot be financed by the programme or project budget.
- *Previously awarded scholarships*
Preference will be given to candidates who have not received other scholarships to study in a developed country with a scholarship.

4.4. Eligibility of thematic areas

An ITP should address **development relevant themes and** challenges (for example related to the Sustainable Development Goals or VLIR-UOS country strategies if relevant) and thereby contribute to the general objectives as stated under section 2 (definitions and objectives) of this call.

There is no a priori thematic restriction as to the scientific fields in which ITPs should be situated. Which **developmental challenges** the proposed ITP claims to address and how it intends to do this for the targeted group of VLIR-UOS scholarship awardees, **should be clearly motivated in the application form**. Whether the arguments provided are sound and sufficient however, is to be assessed by the selection commission.

If applicable (e.g. regional focus), a thematic link with one or more VLIR-UOS country strategies is encouraged.

4.5. Eligibility of activities and related costs

The following programme expenses may be covered by VLIR-UOS (budget lines B-C in annex 2):

Budget lines	
B. Operational costs	B.4. Communication

² This criterion does not exclude a more targeted recruitment policy, if the programme theme would justify this approach and on the condition that this justification is clearly stated in the ITP application form. An ITP can, if properly justified, focus on one country but participants need to be recruited from multiple institutions and organisations.

These may include PR-related costs, costs for announcements and invitations, phone and internet costs.

B.9. International travel costs

- For guest lecturers or actively participating experts, in order to travel from the home country to Belgium
- Per person, one economy class flight (back and forth), including airport taxes
- Per person, indirect travel costs such as costs for the visa, passport, stamps for other certificates, cancellation insurance, travel insurance, obligatory vaccinations and necessary medicines, local transport costs to get from the airport to the location in which the ITP takes place;
- In principle, the guest lecturer or expert shall use public transport whenever possible. Taxi costs cannot be refunded, unless it concerns the transport from or to the airport in an extra-ordinary situation which is to be justified (e.g. during the night when no public transport is available, or in case of extra luggage needed for the programme).
- No travel expenses for participants (scholarship beneficiaries or other participants)

B.10. International overnight expenses costs

- For (international) guest lecturers or actively participating experts, in the framework of their stay in Belgium, during the training.
- A per diem per night and hotel expenses. Meals consumed in the hotel are considered to be covered by the per diem. [The per diems and maximum accommodation expenses for Belgium](#) are applicable (respectively € 75 and an indicative maximum amount of € 100)
- Days in which a person is on the road are not covered by the per diem rate. The maximum number of days in which a person can get a per diem is based on the number of nights the person is staying overnight in Belgium.
- Not for participants (scholarship beneficiaries or other participants).

B.11. Other operational costs

Other costs related to the organisation and the preparation with regards to the content of the ITP. For example:

- fees for guest lecturers,
- fees for printing costs for course material,
- rents for audio-visual or sound equipment,
- rents for an auditorium,
- costs related to activities aimed at alumni from the South,

	<ul style="list-style-type: none"> • costs for software licences, • ...
C. Personnel expenses (in Belgium)	<ul style="list-style-type: none"> • No wages for promoters or budget holders. • Wages for researchers, administrative or teaching personnel, responsible for the preparation of the ITP and /or for the organisation of the ITP and/or for the monitoring and evaluation of the ITP (after completion of the ITP), and only for a restricted period (the duration of the ITP itself + the possible preparation and evaluation of the ITP). • Fees for the provision of academic guidance offered by a researcher (e.g. a postdoc) to participants from the South, prior to or during the ITP programme • Personnel costs related to the follow-up, guidance and practical assistance of the scholarship candidates cannot be foreseen as part of the ITP programme budget. Those are part of the scholarship agreement with the Flemish university or university college.

This project allowance is available for costs related to the *operation* of the programme aimed at ensuring quality participation by students and teaching/research staff from the South. The management of this budget generates a coordination cost of maximum 10%. The sum of the expenses and the coordination cost needs to be within the maximum as mentioned above. Although these costs are considered a lump sum amount in both budgeting and reporting, whereby the latter implies that, in principle, these expenses do not need to be accounted for by detailed supporting documents for individual expenses, the Flemish higher education institutions are accountable for these amounts and, if required during an external audit or control by DGD, supporting documents need to be available at the level of the Flemish higher education institutions in order to justify this type of costs.

4.6. Eligibility of submission modalities

The proposal must be submitted through our online database <http://data.vliruos.be/> and must meet the application and submission requirements as described in Application Modalities (6). Non-compliance with the obligatory format will lead to non-acceptance of the proposal.

5. Selection

5.1. Selection criteria

A proposal will be selected on the basis of a set of **6 selection criteria**. This set of selection criteria will apply, in the same way, to all calls that VLIR-UOS will launch. However, the weighing of each of the 6 criteria can differ per type of call, in order to meet the diversity of different intervention types.

The six criteria are further defined below. For the selection commission, the criteria are translated into a list of sub-indicators in order to objectify the interpretation of the criteria. For ITP the main criteria will

prevail and to a lesser extent on the sub criteria, thus interpreted in a more flexible way for this type of programme.

SCIENTIFIC QUALITY <i>The extent to which a proposal has a ground-breaking nature and ambition (excellence).</i>
RELEVANCE <i>The extent to which the objectives of a proposal are consistent with beneficiaries' requirements, country needs, global priorities and partners' and donors' policies.</i>
EFFECTIVENESS <i>The extent to which the proposals' objectives are expected to be achieved, taking into account their relative importance.</i>
EFFICIENCY <i>A measure of how economically resources/inputs (funds, expertise, time, etc.) are converted to results.</i>
IMPACT <i>Potential positive and negative, primary and secondary long-term effects produced by the proposal, directly or indirectly, intended or unintended</i>
SUSTAINABILITY <i>The continuation of benefits after the activities have been completed.</i>

More details on the selection criteria, track record and scoring and decision making are to be found in [VLIR-UOS selection system - policy and guidelines.](#)

5.2. Selection commission

5.2.1. Composition

The Belgium Commission is qualified to evaluate proposals that are mainly executed in Belgium and will therefore select the ITP project proposals.

For more information see VLIR-UOS policies: [VLIR-UOS selection system - policy and guidelines.](#)

5.2.2. Follow-up of selection commission meeting

The selection meeting will take place in September 2019. During the selection meeting all documents that are part of the proposal are taken into account. The promoter is not expected to present his/her proposal during this meeting.

The Bureau UOS will ratify the selection of the Belgium Commission. Once the VLIR-UOS Bureau has taken its final decision as to the selection of the ITP proposals, all promoters will be informed of the outcome of the appraisal process and the reasons for approval or rejection of their proposal.

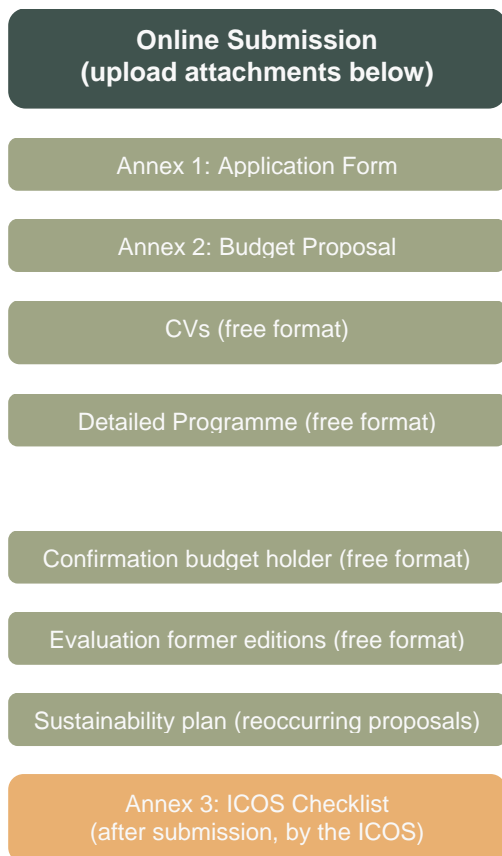
All ITPs 2020 and 2021 selected by VLIR-UOS will be part of the VLIR-UOS Five-Year Programme for 2017-2021 and will be submitted to DGD by 30 September 2019.

6. Application modalities

6.1. Methodology

No specific methodology, other than what is required according to the formats and submission modalities below, is applicable for ITP project proposals.

6.2. Formats and annexes



Please note the ITP can be organised in English or French, in line with the programme's objectives and target group, but all documents need to be submitted in English.

Besides the documents listed above, other annexes are not accepted. They will not be sent to the members of the selection committee.

Online submission

Please visit <http://data.vliruos.be/> to go to our online database. You need to register in order to get access to the database. Make sure you select the correct institution. After registration and login you will see all open calls. If you wish to organise the International Training Programme in both 2020 and 2021, you will have to submit two applications, respectively in ITP 2020 and in ITP 2021. If you only wish to organise the ITP programme in either 2020 or 2021 you only have to submit one application.

Annex 1: Application form

The application form has a mandatory format (annex 1). Section 1 concerns general information, section 2 refers to the selection criteria and their definition and descriptors as stated in [VLIR-UOS selection system - policy and guidelines](#). The application form should be signed by the promoter. A digital signature is sufficient.

Annex 2: Budget proposal

A detailed budget proposal which estimates the different costs of the ITP organisation is required for a possible selection by VLIR-UOS. A detailed overview of the entire budget of the ITP is therefore requested as part of the proposal (mandatory Excel-format which can be found in annex 2; tab budget). However, once an ITP is selected for VLIR-UOS support, it receives a programme fee, calculated on the basis of a bench fee, the duration of the programme and the number of scholarships. The Flemish institute is required to keep track of the real individual expenditures and record them in its analytical accountancy system, based on proper underlying justifications. The budget can only be used in order to achieve the project's objectives.

The document should be submitted in **Excel** and not in pdf.

Brief CV of the promoter(s)

Every (co-)promoter involved in the ITP should add a curriculum vitae. Each CV only contains information which is relevant to this proposal, and is therefore two pages at most (free format).

Written confirmation budget holder

In case a budget holder is involved in the project proposal, the project proposal has to contain a written confirmation (e.g. email) of the budget holder in which he / she confirms his / her involvement (free format).

Detailed programme

The detailed programme of the training must be included in the application. This programme is a short list (max. 4 pages) of time-blocks with information on how these are spent (free format).

Evaluation of former edition(s) - Mandatory if applicable!

The applying promoter should include an evaluation of the previous edition(s) of the ITP (free format):

- short term evaluation of at least the last edition of the training, by the participants at the end of the programme (mandatory)
- long term evaluation (evaluation of the ITP through e.g. tracer studies, alumni survey) for training programmes that have been organised at least 3 times in the past (mandatory).
- Overview of the number of applicants and number of actual participants (VLIR-UOS scholarship holders, other scholarship holders and self-financing participants) per edition of the ITP during the past 5 years (mandatory if applicable)

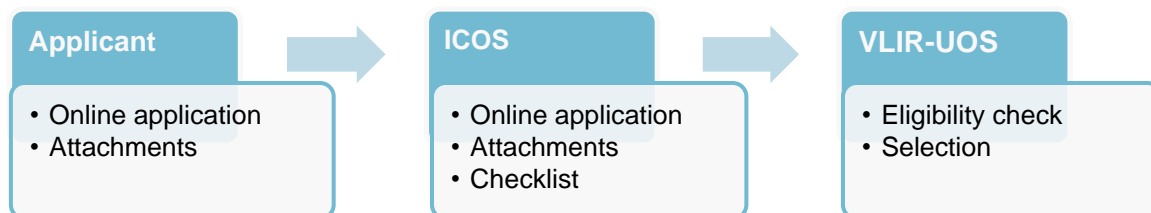
6.3. Deadline

Applicants should submit their application through the ICOS of their university association. Proposals must be submitted electronically.

Deadline for submission to the ICOS of the association: **29 May 2019**

After submission of the project proposal to the ICOS of the Flemish association, a first eligibility check will be done by the ICOS and the proposal will be updated by the promoters, if necessary.

6.4. Submission modalities



Applicants should submit their proposal to the ICOS of the university association to which the promoter is affiliated. The ICOS in his / her turn submits all proposals for his/her association to VLIR-UOS.

Once the proposal is submitted to the ICOS, they can check the content and change the status from 'submitted' to 'draft' if necessary. This allows the promoter/applicant to make changes/add documents before re-submitting to the ICOS who will submit to VLIR-UOS.

Before sending the proposals to VLIR-UOS, the ICOS checks all proposals on their eligibility according to the criteria on the checklist in annex 3. The ICOS needs to complete and sign this checklist for every individual proposal.

Proposals and all annexes should be filled out in English, and uploaded at data.vliruos.be. Even for programmes that will be organised in French, proposals need to be submitted in English.

6.5. Application support

The ICOS functions as liaison between the VLIR-UOS secretariat and the individual Flemish institutions and academics / lecturers. The ICOS are the first line contact persons to assist the promoters with the elaboration of their ITP proposal (eligibility check, etc).

General support will be provided in a multi-stage process, in which applicants first contact the ICOS on the level of their institution. The ICOS answer the questions and cluster and forward those questions they cannot answer to VLIR-UOS.

6.5.1. Contact addresses of the ICOS per university association

University	Name ICOS	Address	Phone	Email
Association KU Leuven	Elise Konings	International Office	016 32 40 82	elise.konings@int.kuleuven.be
		Atrechtcollege		
		Naamsestraat 63 bus 5001		
		3000 LEUVEN		
Antwerp Uni- versity As- sociation	Karolien Vrints	Dienst Internationale Samen- werking	03 265 44 07	karolien.vrints@uantwerpen.be
		Gratiekapelstraat 10		

2000 ANTWERPEN				
Association Ghent Uni- versity	Liesbeth Van- depitte	Directie Onderzoeksangele- genheden – afdeling Onder- zoekscoördinatie Het Pand, Onderbergen 1 9000 GENT	09 264 30 35	Liesbeth.Vandepitte@UGent.be
Limburg Uni- versity Asso- ciation	Sofie Ignoul	Dienst Internationalisering en Ontwikkelingssamenwerking Martelarenlaan 42 3500 HASSELT	011 26 80 14	Sofie.Ignoul@uhasselt.be
University Association Brussels	Jannes Mot- mans	International Relations and Mobility Office Pleinlaan 2 1050 BRUSSEL	02 614 80 66	jannes.motmans@vub.be

6.5.2. Contact at VLIR-UOS

Ragna Frans

Julien Dillensplein 1, bus 1A | 1060 Brussels | Belgium

Telephone number : 32 (0)2 289 05 57

Email: ragna.frans@vliruos.be

7. Timeline

STEP IN PROCESS	RESPONSIBLE	DATE
Launch Call	VLIR-UOS Secretariat	19 February 2019
Deadline for Submission to ICOS	Flemish academics	29 May 2019
Deadline for Submission to VLIR-UOS	ICOS	14 June 2019 (18h Belgian time)
Eligibility Check	VLIR-UOS Secretariat Bureau UOS	Confirmed at the Bureau UOS meeting of 28 June 2019
Notification of Eligibility	VLIR-UOS Secretariat	A.s.a.p. (max. 3 working days) following the above mentioned Bureau UOS meeting

Selection Commission Meeting	VLIR-UOS Secretariat	September 2019
Ratification of Selection	Bureau UOS	September 2019
Notification of Selection and feedback	VLIR-UOS Secretariat	As soon as possible after the Bureau UOS meeting, indic. 1 st week of October 2019
Indicative signing of contract	VLIR-UOS and contract partners	December 2019
Indicative start of activities	Project promoters	The ITP should start after 1 st of January 2020 / 2021 and end before 31 December 2020 / 2021.

8. Annexes

8.1. Enclosed formats

Formats that are enclosed and which have to be submitted.

For the promoters:

Annex 1	Application form
Annex 2	Budget proposal

For the ICOS:

Annex 3	ICOS checklist
---------	----------------

8.2. Other forms

Free formats that are not enclosed but need to be submitted:

- Brief CV of the (co)promoter(s) and budget holder
- Detailed programme
- Written confirmation budget holder
- Evaluation of former edition(s)

8.3. Background information

Following background documents can be downloaded from the VLIR-UOS website (www.vliuos.be) when formulating a project proposal:

- VLIR-UOS [scholarship guidelines](#)
- VLIR-UOS [selection system – policy and guidelines](#)
- VLIR-UOS guidelines to submit a proposal in the database: documents > guidelines and forms > guidelines and forms for submitting a proposal.

9. Abbreviations

AKUL	KU Leuven Association
AUG	Ghent University Association
AUHA	Antwerp University Association
AUHL	Limburg University Association
DGD	Directorate General for Development Cooperation and Humanitarian Aid
JSF	Joint Strategic Framework
ICOS	Institutional Coordinator for Development Cooperation
ITP	International Training Programme
IUC	Institutional University Cooperation
STI	Short Training Initiative
OECD-DAC	Organisation for Economic Cooperation and Development – Development Assistance Committee
TEAM	TEAM projects
ToC	Theory of Change
UAB	University Association Brussels
VLIR	Vlaamse Interuniversitaire Raad (Flemish Interuniversity Council)
VLIR-UOS	VLIR – Universitaire Ontwikkelingssamenwerking (VLIR – University Cooperation for Development)