**Call for Proposals in Professional Diploma Curriculum Design, Development, and Delivery**

Application Templates

**ANNEX 1: TECHNICAL PROPOSAL NARRATIVE TEMPLATE**

|  |  |
| --- | --- |
| **Type of Applicant** | **Individual OR Entity** |
| **Legal Name of Applicant** |  |
| **Program Title** |  |
| **Program Scope (please check at least one TOR that is covered in the application)** | **TOR 1**  **TOR 2**  **TOR 3** |
| **Total Budget**  **Requested from SAMS**  **Cost Share (if applicable)** |  |
| **Program Duration** |  |
| **Name, Title, Email of Primary Contact** |  |

**Program Synopsis (0.5 page)**

*Briefly summarize the program’s objectives and how they will be achieved.*

**Profile of Anticipated Student Population (1 page)**

*Describe the anticipated student population for this program, including the process of student selection, any anticipated challenges to access and continued enrollment and proposed mitigation measures, anticipated challenges to attainment of desired learning outcomes among students and proposed mitigation measures. Of note, SAMS does not expect applicants to budget for student stipends. Any provision of student stipends will be funded separately by SAMS.*

**Academic Program Design (no page limit)**

*For each TOR to which you are applying, please provide:*

*1) A brief description of the program;*

*2) Recommended student entry requirements;*

*3) Program duration;*

*4) Total number of teaching hours and number of teaching hours per week;*

*5) List of courses included in the curriculum, grouped by module if applicable;*

*6) Program timeline with overall start-date, end-date, and the sequence of courses (i.e. semester or module start-dates, courses included in each semester/module, number of classroom hours per course);*

*7) Approach for identifying and selecting instructors; and*

*8) Guidelines for the practicum*

**Coordination with Syria-based Stakeholders (1 page)**

*This section should include a description of: 1) how the applicant plans to coordinate with SAMS and Syria-based stakeholders (instructors, Syria-based HEIs, Syria-based professional syndicates, practicum supervisors, etc.) during program implementation; and 2) for Syria-based HEIs in particular, how applicants will work with SAMS to build technical and administrative capacity for delivery of future academic programs.*

**Plan for Risk Mitigation and Continuity of Instruction (no page limit)**

*This section should address the following types of risk: ethical (including PSEA/safeguarding), fiduciary, safety and security, legal/compliance, programmatic (including academic fraud, program dropout, remote study, etc.), operational, information, and reputational risks. Applicants may attach this analysis as a matrix in a separate document, if desired. The below is a suggested format.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***Assumptions*** | ***Risk Category*** | ***Description of Risk*** | ***Likelihood of Risk*** | ***Potential Impact of Risk*** | ***Risk Mitigation Plans/Actions*** |
|  |  |  |  |  |  |

**Proposed Management Structure and Staffing (entities only; up to 1 page)**

*This section should include a description of how the program will be managed, with roles and responsibilities among budget staff clearly identified. A program-specific organogram may be attached as an annex.*

**Applicant Past Performance (up to 1 page)**

*This section should describe the applicant’s past performance in designing and delivering similar academic programs, including any prior experience in Syria and/or the Middle East region.*

**ANNEX 2: BUDGET AND BUDGET NARRATIVE GUIDANCE AND TEMPLATE**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Budget for the Action** | **All Years** | | | | **Year 1,2** | | | |
| **Costs** | **Unit** | **# of units** | **Unit value (EUR)** | **Total Cost (EUR)** | **Unit** | **# of units** | **Unit value (EUR)** | **Total Cost (EUR)** |
| **1. Human Resources** |  |  |  |  |  |  |  |  |
| 1.1 Salaries (gross salaries including social security charges and other related costs, local staff) | Per month |  |  | € | Per month |  |  | € |
| 1.2 Salaries (gross salaries including social security charges and other related costs, int. staff) | Per month |  |  | € | Per month |  |  | € |
| 1.3 Per diems for missions/travel | Per diem |  |  | € | Per diem |  |  | € |
| ***Subtotal Human Resources*** |  |  |  | **€** |  |  |  | **€** |
| **2. Travel** |  |  |  |  |  |  |  |  |
| 2.1 International travel | Per flight |  |  | € | Per flight |  |  | € |
| 2.2 Local travel | Per month |  |  |  | Per month |  |  |  |
| ***Subtotal Travel*** |  |  |  | **€** |  |  |  | **€** |
| **3. Equipment and Supplies** |  |  |  |  |  |  |  |  |
| 3.1 Purchase or rent of vehicles | Per vehicle |  |  | € | Per vehicle |  |  | € |
| 3.2 Furniture, computer equipment |  |  |  | € |  |  |  | € |
| 3.3 Machines, tools… |  |  |  | € |  |  |  | € |
| 3.4 Spare parts/equipment for machines, tools |  |  |  | € |  |  |  | € |
| 3.5 Other (please specify) |  |  |  | € |  |  |  | € |
| ***Subtotal Equipment and Supplies*** |  |  |  | **€** |  |  |  | **€** |
| **4. Local office** |  |  |  |  |  |  |  |  |
| 4.1 Vehicle costs | Per month |  |  | € | Per month |  |  | € |
| 4.2 Office rent | Per month |  |  | € | Per month |  |  | € |
| 4.3 Consumables – office supplies | Per month |  |  | € | Per month |  |  | € |
| 4.4 Other services (tel/fax, electricity/heating) | Per month |  |  | € | Per month |  |  | € |
| ***Subtotal Local office*** |  |  |  | **€** |  |  |  | **€** |
| **5. Other costs, services** |  |  |  |  |  |  |  |  |
| 5.1 Publications |  |  |  | € |  |  |  | € |
| 5.2 Studies, research |  |  |  | € |  |  |  | € |
| 5.3 Expenditure verification/Audit |  |  |  | € |  |  |  | € |
| 5.4 Evaluation costs |  |  |  | € |  |  |  | € |
| 5.5 Translation, interpreters |  |  |  | € |  |  |  | € |
| 5.6 Financial services (bank guarantee costs) |  |  |  | € |  |  |  | € |
| 5.7 Cost of conferences/seminars |  |  |  | € |  |  |  | € |
| 5.8 Visibility actions |  |  |  | € |  |  |  | € |
| ***Subtotal Other costs, services*** |  |  |  | **€** |  |  |  | **€** |
| **6. Other** |  |  |  |  |  |  |  |  |
| 6.1 |  |  |  | € |  |  |  | € |
| ***Subtotal Other*** |  |  |  | **€** |  |  |  | **€** |
| **7. Subtotal direct eligible costs (1-6)** |  |  |  | **€** |  |  |  | **€** |
| 8. Indirect costs |  |  |  | € |  |  |  | € |
| **9. Total eligible costs (7+8)** |  |  |  | **€** |  |  |  | **€** |

**Budget Guidance:**

**Currency:** All budgets should be presented in EUR.

**Lump Sums:** All lump sums must be broken down, either in a separate tab in the detailed budget template or within the budget narrative.

**Overhead:** Entities may include overhead costs for consideration by SAMS.

**Sub-Contracts:**

**Ineligible Costs**

The following costs are not eligible for inclusion in application budgets:

a) Debts and debt service charges (interest);

b) Provisions for losses, debts or potential future liabilities;

c) Costs declared by the beneficiary(ies) and financed by another action or work programme receiving a European Union grant (including through the European Development Fund);

d) Purchases of land or buildings, except where necessary for the direct implementation of the action and according to the conditions specified in the special conditions; in all cases the ownership shall be transferred in accordance with Article 7.5 (of the prime award), at the latest at the end of the action;

e) Currency exchange losses;

f) Credits to third parties, unless otherwise specified in the special conditions;

g) In kind contributions (except for volunteers' work);

h) Salary costs of the personnel of national administrations, unless otherwise specified in the special conditions and only to the extent that they relate to the cost of activities which the relevant public authority would not carry out if the action were not undertaken;

i) Bonuses included in costs of staff.