

# **HEEPF Annual Progress Report**

**By**

**Prof. Galal Abdel Hamid Abdellah  
HEEPF Director**

**January 2003-January 2004**

## Table of Content:

|       |  |    |
|-------|--|----|
| I.    | Introduction   | 3  |
| II.   | Approved Implementation Plan   | 4  |
| III.  | HEEPF Performance  | 5  |
| IV.   | Outputs, Outcomes and Performance Indicators   | 13 |
| V.    | Constrains, Problems and Risks   | 15 |
| VI.   | Financial Statement for FY 2003  | 16 |
| VII.  | Updated Implementation Plan  | 17 |
| VIII. | HEEPF Financial Forecast for FY 2004 & 2005  | 18 |
| IX.   | Conclusion   | 19 |
| X.    | List of ANNEXES:   |    |
|       | 1- Planned Overall Time Schedule.  |    |
|       | 2- Progress Report (July-October2003).   |    |
|       | 3- Progress Report (October2003 -January2004).                                       |    |
|       | 4- 1 <sup>st</sup> RFP HEEPf Application Guidelines & Application. (English version) |    |
|       | 5- 1 <sup>st</sup> RFP HEEPf Application Guidelines & Application. (Arabic version)  |    |
|       | 6- 1st RFP Evaluation report.  |    |
|       | 7- HEEPf Grant – Contract Agreement.   |    |
|       | 8- 2 <sup>nd</sup> RFP revised HEEPf Applicants Guidelines.                          |    |
|       | 9- 2 <sup>nd</sup> RFP Modified HEEPf Application form.                              |    |
|       | 10- Training of trainers (TOT) report.   |    |
|       | 11- Revised Overall Time Schedule.   |    |

## I. Introduction:

### ***HEEPF Definition:***

HEEPF is a part of the loan agreement ,loan number 4658 EGT, dated April 2002, between the ARE and IBRD to support and Finance priority areas of the strategic plan of the higher Education Enhancement Project HEEP. The amount of the loan allocated for HEEP Grants equal to 12,000,000 USD.

### ***HEEPF general Objective is:***

Support improvements in the quality, relevance & efficiency of higher education at Egyptian public universities and higher education institutions.

### ***HEEPF Procedures:***

The HEEP procedures are based on cooperation and competition among participating departments, faculties and universities/ higher education institutions.

The competition will be completely transparent and will strictly adhere to the published HEEP documentation.

RFP will be announced around specific themes determined according to real needs assessments approved by HEEPFC.

HEEPF will support initiatives and activities through three windows:

- **Academic window**
- **Entrepreneurial window**
- **Management window**

Academic Window will focus on fostering excellence in undergraduate and graduate program of study.

Entrepreneurial window will support cooperation between post-secondary institutions and non - academic partners.

Management window will support the enhancement of management and administration in the higher education system.

### ***Nomination of HEEPFC and HEEP- Director***

Nomination of HEEPFC and HEEP- Director was according to the ministerial Decree No.1413, dated September,26 2003 to include the following members:

HEEPFC: Prof. Dr. Osama Elfouly  
Prof. Dr. Ahmed Amin Hamza  
Prof. Dr. Makhawri Shihahta Diab  
Prof. Dr. Ali Soliman Hozein  
Prof. Dr. Yumn Mohamed Alhamaky  
Prof. Dr. Mohamed Tawfic Ahmed  
Dr. Ismail Osman  
Dr. Hany Seif Elnasr  
Dr. Rowaida Sobhy Mohamed

HEEPF- Director:

Prof. Dr. Galal Abdel Hamid Abdellah

**Following categories are planned for projects:**

- Small project costing not more than 50.000 US\$ for a duration up to 12 months.
- Medium project costing ranging from 51.000 to 150.000 US\$ for a duration up to 24 months.
- Large project costing ranging from 151.000 to 250.000 US\$ for a duration up to 30 months.

## II. Approved implementation plan for HEEPF:

**HEEPF specific objectives are as follows:**

- 1- Support the creation or upgrade of the quality of academic programs.
- 2- Forge stronger links between the university and non-university institutions with business and industry.
- 3- Skills/professional development upgrading among faculty members through short courses and targeted training.
- 4- Collaboration with industry and/or non-university institutes to promote on-the-job training, work-study programs, and other initiatives which foster closer ties with the workplace.
- 5- Upgrade for the quality and relevance of teaching as well as technical services
- 6- Support the creation of knowledge resources.
- 7- Support Institutional management effectiveness.

**HEEPF Approved Implementation Plan:**

The approved implementation plan for HEEPF includes the following main activities:

- Preparation of Basic HEEPF Documentation.
- Awareness Building& Dissemination of Information.
- Needs Assessment Studies.
- Five Rounds of Request For Proposals RFP each contains:
  - General& Specific Workshops and Seminars.
  - RFP Preparation& Submission.
  - Peer Reviewers Activities.
  - Selection, Awarding and Grants Contracting.
- Implementation Phase of the Funded Projects.
- Quality Control& Monitoring of the funded Projects.
- Evaluation& Impact Assessments for the Funded Projects.
- HEEPF Management, Monitoring and Evaluation Reports.
- Trends Assessments& Tracer Studies and HEEPF Conferences.

This plan was represented in the form of the following time schedule:

**Planned overall time schedule (See Annex 1):**

| Activities   | *Duration | Start    | Finish  |
|--|-----------|----------|---------|
| Preparation Phase  | 28        | 05 APR03 | 24OCT03 |
| RFP 1st Cycle  | 22        | 07 JUN03 | 09JAN04 |
| RFP 2nd Cycle  | 26        | 06 DEC03 | 04JUN04 |
| RFP 3rd Cycle  | 32        | 08 MAY04 | 17DEC04 |
| RFP 4th Cycle  | 26        | 13 NOV04 | 13MAY05 |
| RFP 5th Cycle  | 25        | 16 APR05 | 07OCT05 |
| Implementation of the Funded Projects                        | 183       | 10 JAN04 | 13JUL07 |
| Monitoring of the Funded Projects                            | 172       | 27 MAR04 | 13JUL07 |
| Evaluation& Impact Assessment                                | 132       | 18 DEC04 | 29JUN07 |
| HEEPF Management Reports                                     | 181       | 10 JAN04 | 29JUN07 |
| Trends Assessment, Tracer Studies and Evaluation Conferences | 120       | 12 MAR05 | 29JUN07 |

**III- HEEP Performance: (March 2003-Jan. 2004).**

The HEEP was able to execute the pre-planned activities as follows (See Annex 2&3)

| Activity Type/stage        | Activity description                                  | Duration ( weeks)                 | Start date | Finish date |
|----------------------------|---|-----------------------------------|------------|-------------|
| <b>1.Preparation Phase</b> | 1.1. Preparation of HEEP Documentations               | 10                                | 05 Apr. 03 | 13 Jun. 03  |
|                            | 1.2. Awareness& 1.3. dissemination of Information     | 8                                 | 12 Apr. 03 | 06 Jun. 03  |
|                            | 1.4. Needs assessment Studies                         | 17                                | 19 Apr. 03 | 15 Aug. 03  |
|                            | 1.5. Data Base (peer reviewers/ experts/ evaluators.) | 26                                | 26 Apr. 03 | 24 Oct. 03  |
|                            | <b>2.First RFP</b>                                    | 2.2. General & Specific Workshops | 17         | 07 Jun. 03  |
|                            | 2.3. RFP Preparation & Submission                     | 20                                | 07 Jun. 03 | 03 Oct. 03  |
|                            | 2.4. Peer reviewer activities                         | 9                                 | 25 Oct. 03 | 20 Dec. 03  |
|                            | 2.5. Selection, awarding & grant contracting*         | 8                                 | 21 Dec. 03 | 20 Feb. 04* |
| <b>3. Second RFP</b>       | 3.1. Prepare Modified HEEP Documentation              | 5                                 | 20 Dec. 03 | 19 Jan. 04  |
|                            | 3.2. TOT, General& Specific Workshops*                | 5                                 | 19 Jan. 04 | 28 Feb. 04* |
|                            | 3.3. RFP for the Second Cycle*                        | 10                                | 19 Jan. 04 | 30 Mar. 04* |

Here is a description of what was achieved according to the pre-planned time schedule:

## 1. INFORMATION AND PROMOTION ACTIVITIES

The HEEPF information and promotion strategy has been planned on two levels: the strategic level for the Sector committees and the implementation level for the professors at the universities. Several workshops and meetings have been organized at all Egyptian Universities and Higher technical institutes.

| Activity code | Event  | Date   | Location                 | Purpose/Justification/<br>Major Outcomes   | Participants          |
|---------------|--|--|--------------------------|--|-----------------------|
| INF01         | Information Package                          | June 2003  | HEEPF                    | Preparation of an information package to be used and distributed during any information and dissemination seminars and workshops | HEEPF Staff           |
|               | Distribution of Guide for Applicants         | June 2003  | SCU                      | Distribution of Guide for Applicants to University Representatives participating in the PMU national meeting                     | PMU's Directors       |
|               |  | On going   | HEEPF                    | Distribution of Guide for Applicants and other information packages to University Professors.                                    | University Professors |
| INF02         | Four Information and Dissemination workshops | June 1 <sup>st</sup> to July 22 <sup>nd</sup> 2003 | Local universities sites | Information and awareness sessions   | 284                   |

## 2. TRAINING

HEEPF has been actively working on the training and assistance of the Egyptian Higher Education Staff. In this regard several brain storming and advisory sessions as well as training workshops have been organized for potential applicants.

| Activity Code | Event | Date | Location | Purpose/Justification/<br>Major Outcomes | Participants |
|---------------|-------|------|----------|--|--------------|
|---------------|-------|------|----------|--|--------------|

| Activity Code | Event   | Date   | Location  | Purpose/Justification/<br>Major Outcomes   | Participants    |
|---------------|---|--|---|--|-----------------|
| TR01          | Training of Higher Education Institutions on project documents preparation (Twenty workshops) | June 25 <sup>th</sup> to September 25 <sup>th</sup> 2003 | Central training site (Cairo University + local universities sites) | Training of University Focal points on how to write a project proposal (phases 1, 2 & 3) | 1007 Professors |

In the preparation for the second cycle of RFP, HEEPF has been actively working on the training and assistance of the Egyptian Higher Education Staff. In this regard several brain storming and advisory sessions as well as training workshops have been organized for UPMUs in all the Egyptian public universities in the form of TOT mechanism that would enable UPMUs members to train applicants at the university site<sup>1</sup>.

| Activity Code | Event   | Date                             | Location         | Purpose/Justification<br>Major Outcomes  | Participants  |
|---------------|---|----------------------------------|------------------|--|---------------|
| TR02          | Training of PMUs members on project documents preparation (TOT) | 19-20 <sup>th</sup> January 2004 | Cairo University | Training of University PMUs members as trainers on how to write a project proposal/ revised application form (phase 1) | 23 Professors |
|               |   | 21-22 <sup>nd</sup> January 2004 | Cairo University | Training of University PMUs members as trainers on how to write a project proposal/revised application form (phase 2)  | 21 Professors |

Professors who have attended the training were assigned a number of responsibilities to undertake at their universities. These responsibilities encompass the following:

**A- Specific Objectives:**

- Disseminating and explaining **directives and guidelines** for submitting proposals for HEEPF's second cycle within the scope of his/her university in digital and hardcopy format.

---

<sup>1</sup> - Refer to ANNEX that includes training material and list of participants.

- Disseminating and explaining **application forms** used to submit a proposal for HEEPF's second cycle within the scope of his/her university in digital and hardcopy format.
- Help/Arrange for proposals technical and linguistic revision before submission.
- Follow up with endorsement letter logistics.
- Help applicants co-ordinate projects to avoid duplication and redundancy within the scope of his/her university.
- Communicate with HEEPF to ensure that proposals reach HEEPF administration in a timely manner before deadlines.

**B. Training Activities:**

- Training faculty members at his/her university in a workshop of 25 participants at most from those who are willing to submit proposals at the second cycle on application guidelines prior to or during writing the proposal application form.
- Training faculty members at his/her university in a workshop of 25 participants at most from those who are willing to submit proposals at the second cycle on application guidelines after writing the proposal application form to revise written applications.

**C. Expected time schedule:**

- First workshop is expected to take place within the period February 7<sup>th</sup> - February 19<sup>th</sup>, 2004.
- A report about the workshop stating the outcomes of training, FAQ, list of participants... etc.
- Second workshop is expected to take place within the period March 6<sup>th</sup> – March 18<sup>th</sup>, 2004.
- A report about the workshop stating the outcomes of training, FAQ, list of participants... etc.
- A report should be delivered about submitted proposal in a matrix form including the following items:
  - Project title.
  - Institution.
  - Name of the PI.
  - Project budget.
  - Project duration.
  - Window (AW, MW, EW)
  - Project size (S, M, L).

**3. RFP 1<sup>ST</sup> CALL:**

---

Based on HEEPF Manual and the applicants Guidelines, the 1<sup>st</sup> Cycle of RFP was launched on 7 June 2003 through an orientation meeting attended by the directors of the projects management units in the universities to discuss both the guidelines and the accepted standards of proposal submission. Consequently, all

Proposals were submitted on or before the submission deadline of 3 October 2003.

The total number of submitted proposals is 123, of which one was received from Al Azher University. The following table illustrates the distribution of submitted projects among the universities.

***Sorting & Classification of submitted projects:***

| <b><i>University</i></b> | <b><i>Total Number of Proposals Submitted</i></b> |
|--------------------------|---|
| Ain Shams                | 11  |
| Alexandria               | 10  |
| Assiut                   | 16  |
| Cairo                    | 17  |
| Helwan                   | 8   |
| Mansura                  | 2   |
| Menia                    | 4   |
| Minofia                  | 5   |
| MOHE                     | 9   |
| Suez Canal               | 1   |
| South Valley             | 5   |
| Tanta                    | 18  |
| Zagazig                  | 16  |
| Alazhar                  | 1   |
| <b><i>Total</i></b>      | <b><i>123</i></b>                                 |

The first analysis of the submitted proposals has shown the following distribution among the different topics and priority areas

| <b><i>Category</i></b>      | <b><i>Total Number of Proposals Submitted</i></b> |
|-----------------------------|---|
| Academic Program (AP)       | 24  |
| Capacity Building (CB)      | 32  |
| Curriculum Development (CD) | 23  |
| Information Technology (IT) | 22  |
| Knowledge Resources (KR)    | 9   |
| Quality Assurance (QA)      | 11  |
| Research (Res)              | 2   |

|              |            |
|--------------|------------|
| <i>Total</i> | <i>123</i> |
|--------------|------------|

#### 4. EVALUATION AND SELECTION PROCESS

The following table illustrates the review, evaluation and selection scheme and time table for evaluation process

| Date/ period                                   | Item  | Participants                       |
|--|---|------------------------------------|
| November, 2003                                 | . Review of legal aspects<br>. Consultation with project leaders<br>. Identification of Peer Reviewers  | HEEPF Staff                        |
| 1 <sup>st</sup> two weeks<br>December,<br>2003 | . Review panels and evaluation<br>process<br>. Quantitative ratings and<br>Qualitative comments from peer<br>reviewers<br>. Short list of evaluated proposals | Peer Reviewers<br>and HEEPf staff  |
| 3 <sup>rd</sup> week of<br>December, 2003      | . Consultation with HEEPf<br>Committee<br>. Recommendation of selected<br>proposals by HEEPf Committee  | HEEPf Committee<br>And HEEPf staff |
| 4 <sup>th</sup> week of<br>December, 2003      | . Consultation with MPU board<br>. Approval of selected proposals   | PMU board                          |
| 1 <sup>st</sup> two weeks of<br>January, 2004  | . Award notification<br>. Grant contracting   | PMU board<br>And HEEPf staff       |

On 02/12/2003 HEEPf- Committee agreed on the proposed evaluation procedure, the detailed time-frame, the recommended list of evaluators, as well as the evaluation management team

#### **The Evaluation Steps**

HEEPf Committee also approved the general rules and criteria of the evaluation process. Those are illustrated in the attached Flow Chart, and guided by the following steps:

1. **Academic Evaluation**
2. **Financial Evaluation**
3. **projects Ranking**
4. **Priority considerations**
5. **Recommended Successful Projects**

Evaluation report Annex illustrates a full conclusive list of the 42 successful projects recommended for funding.

### **Analysis of The Final Results of The Evaluations**

A statistical analysis illustrating the distribution of projects per university, type of project and project size for each evaluation step was done. The tables below show the results of evaluation and sorting processes for submitted proposals<sup>2</sup>.

**Table 1 – Distribution of Projects per University after Each Evaluation Step**

| <i>University</i> | <i>Total Number of Proposals Submitted</i> | <i>Number of Proposals After Academic Evaluation</i> | <i>Number of Proposals After Academic &amp; Financial Evaluation</i> | <i>Number of Proposals after Priority Considerations</i> | <i>Budget requested after Priority Considerations in Thousand of Dollars</i> |
|-------------------|--|--|--|--|--|
| Ain Shams         | 11   | 6  | 5  | 5  | 434  |
| Alexandria        | 10   | 9  | 9  | 6  | 918  |
| Assiut            | 16   | 11   | 5  | 5  | 699  |
| Cairo             | 17   | 16   | 11   | 7  | 905  |
| Helwan            | 8  | 4  | 3  | 3  | 462  |
| Mansura           | 2  | 1  | 0  | 0  | 0  |
| Menia             | 4  | 2  | 0  | 0  | 0  |
| Minofia           | 5  | 2  | 2  | 2  | 169  |
| MOHE              | 9  | 1  | 1  | 1  | 123  |
| Suez Canal        | 1  | 0  | 0  | 0  | 0  |
| South Valley      | 5  | 4  | 4  | 4  | 265  |
| Tanta             | 18   | 13   | 3  | 3  | 591  |
| Zagazig           | 16   | 11   | 11   | 6  | 671  |
| Alazhar           | 1  | 1  | 1  | 0  | 0  |
| <b>Total</b>      | <b>123</b>                                 | <b>81</b>  | <b>55</b>  | <b>42</b>  | <b>5327</b>  |

**Table 2 – Distribution of Projects per Category after Each Evaluation Step**

| <i>Category</i>             | <i>Total Number of Proposals Submitted</i> | <i>Number of Proposals After Academic Evaluation</i> | <i>Number of Proposals After Academic &amp; Financial Evaluation</i> | <i>Number of Proposals after Priority Considerations</i> | <i>Budget requested after Priority Considerations in Thousand of Dollars</i> |
|-----------------------------|--|--|--|--|--|
| Academic Program (AP)       | 24   | 14   | 11   | 10   | 1015   |
| Capacity Building (CB)      | 32   | 24   | 14   | 7  | 718  |
| Curriculum Development (CD) | 23   | 12   | 7  | 7  | 831  |

<sup>2</sup>. The Evaluation report annexes include all the tables, charts, and their full text explanation and analysis.

|                             |            |           |           |           |             |
|-----------------------------|------------|-----------|-----------|-----------|-------------|
| Information Technology (IT) | 22         | 18        | 13        | 11        | 1745        |
| Knowledge Resources (KR)    | 9          | 7         | 7         | 4         | 629         |
| Quality Assurance (QA)      | 11         | 6         | 3         | 3         | 389         |
| Research (Res)              | 2          |           |           |           | 0           |
| <b>Total</b>                | <b>123</b> | <b>81</b> | <b>55</b> | <b>42</b> | <b>5327</b> |

### **Evaluators' recommendations:**

Based on the real experience of the selected team of expert evaluators, a Brain Storming session was organized at the end of the last day of work to get their input on how the whole process could be improved. The following recommendations constitute the outcome of this highly interactive session<sup>3</sup>.

## 5. RFP 2<sup>ND</sup> CALL:

---

The Second call of HEEPF was launched on the first week of January 2004. The deadline for submission of proposals of the 2nd call of HEEPF is the 30<sup>th</sup> of March, 2004. Based on the results of the first cycle and recommendations provided by evaluators and experts who took part in the evaluation process, a complete revision of the application form and the application guidelines manual took place. The following table illustrates the prepared materials required for use by applicants:

| Activity code | Event                                | Date         | Location | Purpose/Justification/<br>Major Outcomes  | Participants          |
|---------------|--------------------------------------|--------------|----------|---|-----------------------|
| INF01         | Information Package                  | January 2004 | HEEPF    | Preparation of an information package to be used and distributed during any information and dissemination seminars and workshops including the revised application form and Application Guidelines manual | HEEPF Staff           |
|               | Distribution of Guide for Applicants | January 2004 | SCU      | Distribution of Guide for Applicants to University Representatives participating in the PMU national meeting  | PMU's Directors       |
|               |                                      | On going     | HEEPF    | Distribution of Guide for Applicants and other information packages to University Professors.   | University Professors |

---

<sup>3</sup> - Refer to Annexes for the comprehensive evaluation report.

|  |  |              |       |  |  |
|--|--|--------------|-------|--|--|
|  | Initiation of an E-group that includes the Emails of all UPMU members at different universities <sup>4</sup> . | January 2004 | HEEPF | Communication with all university representatives, Distribution of Guide for Applicants, training materials, application forms, and consultation with things that might come up during training and application. | PMU's Directors/ University Professors |
|--|--|--------------|-------|--|--|

## IV- Outcomes/Outputs & Performance Indicators:

The executed activities have resulted in the following outcomes/outputs and performance indicators:

### **1. Preparation phase outcomes:**

#### ***1.1. HEEP Documentations:***

The first activity which was the preparation of HEEP Documentations resulted in the following:

- Approved HEEP implementation plan.
- Applicants' guidelines and HEEP application form, version June 2003, in Arabic and English language (See Annex 4&5).

#### ***1.2. Awareness about HEEP***

The second activity of the awareness and dissemination of Information resulted in the desired awareness and dissemination of the HEEP nature, objectives, priorities and motivation at the part of university professors. This was achieved in the following outputs.

- Information seminars in 12 public Universities + one seminar for the ETCs. (No. of participants from the academic community 884).
- Information meetings with two of the sector committees of the SCU (no. of participants 50).
- Two central training workshops for the UPMU directors and UPMU members.
- Training workshops for staff members (potential applicants) in the HEIs on preparation of project proposal documents (no. of participants 407).

#### ***1.3. Needs assessment studies:***

The needs assessment studies activities were done through the awareness sessions and training workshops. The assessment was done informally through participants' discussions, feedback and participation. The HEEP committee decided to perform a comprehensive needs analysis study after the first cycle

---

<sup>4</sup> - for further information check **website:** [http://groups.yahoo.com/group/heapf\\_projects/](http://groups.yahoo.com/group/heapf_projects/)  
**Email:** [heapf\\_projects@yahoo.com](mailto:heapf_projects@yahoo.com)

results to gain a clearer vision and to take into consideration what has taken place during the first cycle.

**1.4. Database for peer reviewers/experts/evaluators:**

A database was formed including the names, contact information, affiliation, field of specialization, and profile. The database encompasses the information of 200 Egyptian expert and 20 foreign experts.

**2. First RFP Outcomes:**

**2.1. Gained competencies and skills:**

Participants who have attended the training workshops activities has gained the skill of writing project proposal through hands on training and guided practice. The training impact was witnessed in the submitted and accepted project proposals. (400 participants in information and training workshops, rate of success by the submitted proposals 30%).

**2.2. Evaluation process:**

The peer reviewer activities resulted in evaluation reports for all submitted projects proposals. Based on these evaluation reports analysis, a whole set of recommendations were extracted for future consideration and the lessons learned from the first cycle evaluation process in terms of the technical content, enhancing the evaluation process, administrative and layout support, logistics and support service and enhancing the quality of writing and professionalism of proposal content. (See Annex 6).

**2.3. Selection, Awarding and grant Contracting:**

Based on the evaluation process of the submitted project proposals, 42 successful projects were selected and awarded right for grant. Contracts have been prepared and revised for HEEPFC approval and will be signed on Feb. 26, 2004. (See Annex 7)

**3. Second RFP outputs & Outcomes:**

**3.1. Revised HEEP Application and guidelines manuals:**

Based on the general outputs of the first cycle, application form and guidelines manual needed extensive modifications. The modification process aimed at the development of a more detailed application format that facilitates application process for Egyptian applicants. A further modification was necessary for the guidelines manual to match the modified application form in preparation for the 2<sup>nd</sup> cycle. (See Annex 8&9)

**3.2. Training of trainers (TOT) Mechanism:**

The HEEP found the need for developing the TOT mechanism to widen the scope of beneficiaries from the training process and provide training at the local universities sites in addition to the central training provided by HEEP. The TOTs have started already the first cycle of training at all the Egyptian universities. (See Annex 10)

- Two central training of trainers workshops were provided on 19-20 & 21-22 January 2004 by HEEPF (Total no. of trained trainers 44).
- 18 training workshops will be provided at the local sites of all the Egyptian universities and TCs starting from 10<sup>th</sup> to 28<sup>th</sup> Feb. 2004 (target no. of participants 450).

### **3.3. Inauguration of 2<sup>nd</sup> cycle:**

The HEEPF announced the start of the RFP 2<sup>nd</sup> cycle on January 19, 2004. HEEPF has distributed the application form and guidelines manual in both hard and soft copies to all Egyptian universities. (Submission deadline March. 30, 2004).

## **V- Constrains, problems and risks:**

As presented in the previous activities, the actual date in which all activities started was June 2003 unlike what was planned for which was April 2003. This has led to the delay of the start date of all activities and their overlap in an attempt to compensate for the delay.

Moreover, during the actual implementation of activities some problems and obstacles came up that required carrying out other needed activities due to the following reasons:

### **1- Inefficiency of communication:**

The communication process used to disseminate the awareness about the project and to distribute needed materials was inefficient because it required a lot of efforts and still couldn't reach all targeted personnel in a timely manner. Thus, the HEEPF decided to carry out the following activities:

- Use a TOT mechanism in training to widen the scope of beneficiaries at each university site.
- Inaugurate an E-group that encompasses all UPMUs, and faculty members willing to submit proposals for the HEEPF projects.

### **2- Summer vacation:**

Summer vacation was not taken into consideration in the planning process. It was difficult to reach faculty members during summer leave. Hence, HEEPF couldn't hold any training, information and promotion activities at this time of the year. This has led to the postponing of some pre-planned activities.

### **3- Faculty experience in writing project proposal:**

During the information and promotion activities, HEEPF members realized the need for further extensive training for faculty members who are willing to submit a proposal due to the lack or scarcity of experience in writing a project proposal.

Language barrier was another difficulty that some faculty members faced in writing an English version proposal. The training targeted the

explanation and hands-on training on the basic components of a project proposal.

This lack of experience required training activities prior to the acceptance of project proposals which led to the delay of subsequent activities.

4- ***Academic community's Attitudes:***

The HEEPF committee members faced other problems that are relevant to staff's attitudes. On top of which is the lack of trust.

5- ***Selection of reviewers:***

The formation of the peer reviewers' database took a long time to prepare, specifically the expatriates.

## VI- Financial Statement for 2003

The financial statement of HEEPF for 2003 can be summarized in the following table:

| <i>Financial Expenditures In 1000 US\$</i>    |                                   |
|---|-----------------------------------|
| <b>Project Implementation (USD)<br/>Based</b> | <b>FY 2003 (April – December)</b> |
| Preparation phase                             | 1,000                             |
| Information & Dissemination                   | 1,000                             |
| Training                                      | 3,000                             |
| RFP 1 <sup>st</sup> Cycle Evaluation          | 10,929                            |
| Other   | 4,000                             |
| <b>Total</b>                                  | <b>18,929</b>                     |

## VII- Updated Implementation Plan

The following are the activities to be executed during the time frame February to December 31<sup>st</sup> 2004

| Activity Type/stage                           | Activity description                    | Duration ( weeks) | Start date | Finish date              |
|---|---|-------------------|------------|--------------------------|
| Second RFP                                    | Training, General& Specific Workshops   | 7                 | 10 Feb. 04 | 29 Mar. 04               |
|   | RFP Preparation& Submission             | 10                | 19Jan. 04  | 30 Mar. 04               |
|   | Evaluation Process                      | 6                 | 01 Apr. 04 | 15 May. 04               |
|   | Selection, Awarding& Grant Contracting  | 6                 | 16 May. 04 | 10 Jun. 04               |
| Third RFP                                     | Training, General & Specific Workshops  | 15                | 11 Jun. 04 | 17 Sep. 04               |
|   | RFP, Preparation & Submission           | 15                | 11 Jun. 04 | 17 Sep. 04<br>15 October |
|   | Evaluation Process                      | 8                 | 18 Sep. 04 | 12 Nov. 04               |
|   | Selection, awarding & grant contracting | 5                 | 13 Nov. 04 | 17 Dec. 04               |
| Fourth RFP                                    | Prepare Modified HEEPf Documentation    | 5                 | 12 Nov. 04 | 17.Dec.04                |
|   | TOT, General& Specific Workshops        | 9                 | 17 Dec. 04 | 18 Feb. 05               |
|   | RFP, Preparation & Submission           | 9                 | 17 Dec. 04 | 18 Feb. 05               |
| Implementation& monitoring of funded projects | PIs Training on management of projects  | 7                 | 26Feb. 04  | 29 Mar. 04               |
|   | Follow up of projects implementation    |                   |            |                          |
|   | First cycle projects                    |                   | 26 Feb. 04 | .....                    |
|   | Second cycle projects                   |                   | 10 Jun. 04 | .....                    |
| Evaluation& Impact Assessment                 | Evaluation& Impact Assessment           | 12                | 18 Dec. 04 | 11 Mar. 05               |
| HEEPf Management Reports                      | Progress Report 3                       | 4                 | 15 Jun. 04 | 15 jul.04                |
|   | Progress Report 4 *                     | 4                 | 15 Dec. 04 | 15 Jan. 05               |

## VIII- Financial Forecast for FY 2004 & 2005.

## IX- Conclusion:

The HEEPF committee foresees the need of PIs who contacted for the first cycle for further training in project management due to the felt lack of experience at the part of PIs in managing projects. This training is regarded as a condition for the success of accepted project proposals and as well as an essential component for the internal and external monitoring activities to be carried out.

***As documented in the HEEP aide memoir (July 2003), the HEEPF Steering Committee was committed to achieving the following by January 2004:***

- Offer two information sessions for potential applicants.
- Complete one-day training for the core group of advisors (three to four per institution) so that they can provide on-going support within each institution to applicants.
- Consult with universities about submitted projects and provide feedback to applicants.
- Provide seminars and discussion sessions for SCU Sectoral Committees in order to inform them of funding opportunities and encourage them to submit proposals for the sector that may have implications on the quality of academic programs of the sector.
- Generate list of national and international peer reviewers.
- Launch the first round of HEEPF competition.
- Complete the process of review and identify and award the winners of the first round of HEEPF competition.
- Review the activities and procedures from round one and make adjustments where necessary.
- Launch the second round of competition.

The HEEPF Steering Committee was able to achieve all the planned activities in and fulfill all the commitments agreed upon in the aide memoir (July 2003)