

**HEEPF**  
**Semi-Annual Progress Report**  
**March – September 2004**

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## HEEPF Semi-Annual Progress Report March 2004 – September 2004

### Section I. History & Background:

HEEPF has started executing the approved plan on March 2003. Since then, many activities have been carried out and a number of outputs/outcomes have been accomplished.

#### **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.

The following is a brief account of HEEPf performance and achievements in the period Jan. 03 -Feb. 04:

#### **1- Information and Promotion activities:**

The HEEPf information and promotion strategy has been planned on two levels:

- Strategic level (University top management, the Sector committees of the SCU)
- Academic community level at the universities/ HEIs.

Several workshops and meetings have been organized at all Egyptian Universities and Higher technical institutes.

#### **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. 1007 participants were trained.

In the preparation for the second cycle of RFP, HEEPf has been actively working on the training for university experts in the form of TOT mechanism that would enable the experts to train applicants at the university site. 44 participants were trained.

#### **3- RFP 1<sup>st</sup> cycle call:**

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.

**4- RFP First Cycle Evaluation and Selection process:**

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. HEEPF Committee also approved the general rules and criteria of the evaluation process.

41 projects from 10 universities and Higher Institutes were approved after academic, financial and priority considerations evaluations.

**5- Contracting Process for First Cycle Approved for Funding Projects:**

On 01/04/2004, grant agreement contracts were signed for a number of 40 projects which indicates that starting date of projects implementation.

**6- RFP 2<sup>nd</sup> Cycle Call:**

The Second call of HEEPF was launched on the first week of January 2004. The deadline for submission of proposals 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.

**Outcomes/outputs & Performance Indicators:**

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

- HEEPF Documentation.
- Awareness about HEEPF (total no. of participants ~1500).
- Needs assessment studies.
- Database for reviewers/ evaluators/ experts (total no.~200).
- 1<sup>st</sup> cycle RFP inauguration, submission.
- Selection, award notification and grants contracting for successful projects (41 granted projects in 10 Univ./ HEIs., with a total sum of 28 million L.E.)
- Revised HEEPF Application Forms and Guidelines.
- Training activities through TOT mechanism (44 Trainers).
- Development of HEEPF Monitoring System (Structure, Guidelines & forms)
- Inauguration of 2<sup>nd</sup> Cycle RFP, submission.
- Selection, award notification and grants contracting for successful projects (35 granted projects in 12 Univ./ HEIs., with a total sum of 19 million L.E.)
- Technical Support workshops serial in different fields.

The Total expenditure for the period March 2003-January 2004 was ~20.000 USD.

**Section II. HEEPF Performance (March – September 2004):**

HEEPF has continued to ensure quality implementation for the planned activities. The following are the major activities carried out in the time frame: March – September 2004.

**1- Development of HEEPF Monitoring System:**

HEEPF has developed a monitoring system for granted projects as a systematic follow up and evaluation mechanism of projects that have

received funding to ensure the quality implementation of projects' activities as well as the timely realization of deliverables<sup>1</sup>.

## 2- Training:

After adopting the TOT mechanism in preparation for the second cycle of RFP through training of university experts in which 44 participants were trained. HEEPF has followed up the implementation of this mechanism in the form of two consecutive local workshops at the universities local sites: first on project proposal writing, and second for revision of developed project proposals.

All TOT members followed the assigned terms of reference and submitted reports on workshops that took place at their universities.

HEEPF found the urgent need to provide granted projects with support needed for execution of various project activities. Thus, HEEPF provided a number of "Project Management" workshops for projects' management teams dealing with time-cost-resources management scheme. Those workshops were as follows:

- **Project Management Workshop (1)** that was held on 31<sup>st</sup> of March 2004 with a total number of 96 participants representing UPMUDs, Financial officers at Egyptian universities and 1<sup>st</sup> cycle projects' management team members<sup>2</sup>.
- **Project Management Workshop (2)** that was held on the 31<sup>st</sup> of May 2004 with a total number of 66 participants representing UPMUDs, Financial officers at Egyptian universities and 1<sup>st</sup> cycle projects' management team members<sup>3</sup>.
- **Project Management Workshop (3)** that was held on the 1<sup>st</sup> of September 2004 with a total number of 85 participants representing UPMUDs, Financial officers at Egyptian universities and 2<sup>nd</sup> cycle projects' management team members<sup>4</sup>.

Moreover, HEEPF has started a series of technical support workshops. First of which was the E-learning workshop that was held on Sunday, the 25<sup>th</sup> of July 2004 with a total number of 32 participants representing 1<sup>st</sup> & 2<sup>nd</sup> cycle projects' management team members that work in e-learning theme relevant projects.

## 3- 2<sup>nd</sup> cycle RFP Submission, Evaluation and Selection:

On March 30<sup>th</sup> 2004 (the assigned deadline for 2<sup>nd</sup> cycle RFP), 144 project proposals were submitted from all universities and HEIs. A comprehensive database for all submitted project proposals was developed including all primary data and information.

A preliminary screening process was carried out for all project proposals upon which a number of six project proposals were excluded for the following reasons:

- Being a research proposal.
- Severely violating the financial criteria for HEEPF regulations.

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<sup>1</sup> - Attached please find HEEPF Monitoring Guidelines & Forms.

<sup>2</sup> - Attached please find report on workshop.

<sup>3</sup> - Attached please find report on workshop.

<sup>4</sup> - Attached please find report on workshop.

- Not complying with HEEPF Application documents with severe lacking of basic project components.
- Duplication within the same faculty where 3 project proposals were submitted from the same academic department with the same scope of work.

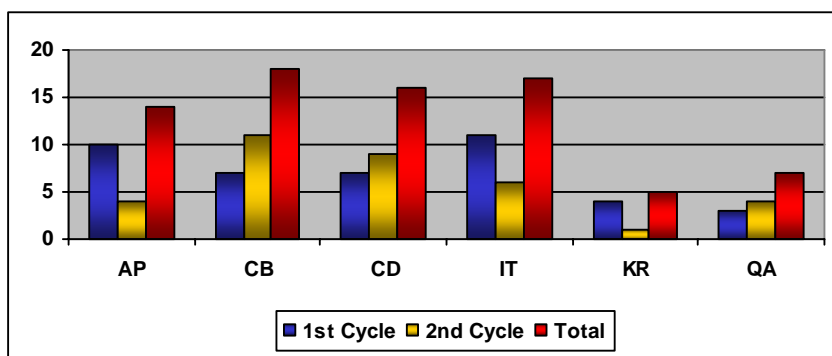
02/05/2004 HEEPF- Committee agreed on the proposed evaluation procedures, the detailed time-frame, the recommended list of evaluators, as well as the evaluation management team. HEEPF Committee also approved the general rules and criteria of the evaluation process. The following table shows the number of project proposals that passed each evaluation level<sup>5</sup>.

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

| University   | Total Number of Proposals Submitted | Number of Proposals After Academic Evaluation | Number of Proposals After Acad. & Financial Evaluation | Number of Proposals after Priority Considerations | Budget requested after Priority Considerations in Thousands US Dollars | Budget required after financial revision in Thousands US Dollars |
|--------------|-------------------------------------|---|--|---|--|--|
| Ain Shams    | 6                                   | 5   | 5  | 3   | 319  | 218.7  |
| Alexandria   | 19                                  | 8   | 5  | 5   | 536  | 388.6  |
| Assiut       | 11                                  | 7   | 7  | 4   | 558  | 395.91   |
| Cairo        | 22                                  | 7   | 6  | 4   | 618  | 444.2  |
| Helwan       | 14                                  | 9   | 8  | 5   | 673  | 432.6  |
| Mansura      | 14                                  | 6   | 5  | 5   | 601  | 433.1  |
| Menia        | 6                                   | 0   | 0  | 0   | 0 *  | 0*   |
| Minofia      | 7                                   | 3   | 2  | 1   | 97   | 65   |
| MOHE         | 4                                   | 1   | 1  | 1   | 110  | 65   |
| Suez Canal   | 5                                   | 1   | 1  | 1   | 250  | 150  |
| South Valley | 8                                   | 3   | 3  | 2   | 287  | 208.5  |
| Tanta        | 5                                   | 2   | 2  | 1   | 142  | 95   |
| Zagazig      | 23                                  | 8   | 7  | 3   | 265  | 180  |
| <b>Total</b> | <b>144</b>                          | <b>60</b>                                     | <b>52</b>  | <b>35</b>   | <b>4,5 m</b>   | <b>3076.61</b>   |

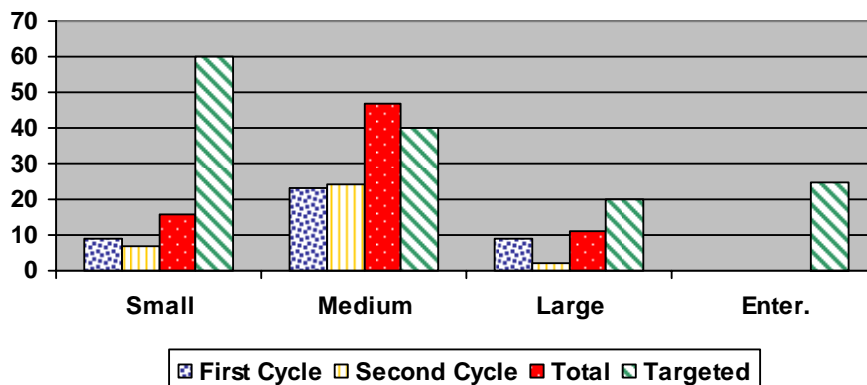
\*No successful proposals

This has increased the number of projects that are monitored by HEEPF to 76. The following graphs represent the basic information about the overall funded projects in the 2 cycles:



|                             | AP        | CB        | CD        | IT        | KR       | QA       |
|-----------------------------|-----------|-----------|-----------|-----------|----------|----------|
| <b>1<sup>st</sup> Cycle</b> | <b>10</b> | <b>7</b>  | <b>7</b>  | <b>11</b> | <b>4</b> | <b>3</b> |
| <b>2<sup>nd</sup> Cycle</b> | <b>4</b>  | <b>11</b> | <b>9</b>  | <b>6</b>  | <b>1</b> | <b>4</b> |
| <b>Total</b>                | <b>14</b> | <b>18</b> | <b>16</b> | <b>17</b> | <b>5</b> | <b>7</b> |

<sup>5</sup> - Attached please find a comprehensive report about 2<sup>nd</sup> Cycle evaluation process for submitted projects proposals.



|                       | Small | Medium | Large | Entrepreneurial |
|-----------------------|-------|--------|-------|-----------------|
| 1 <sup>st</sup> Cycle | 9     | 23     | 9     | 0               |
| 2 <sup>nd</sup> Cycle | 7     | 24     | 2     | 0               |
| Total                 | 16    | 47     | 11    | 0               |
| Targeted              | 60    | 40     | 20    | 25              |

#### 4- 2<sup>nd</sup> cycle Awarding and Grant Contracting:

The 2<sup>nd</sup> Cycle awarding and grant contracting process went through the following stages:

- Update of contract agreement documents. Contract agreement documents were updated for second cycle approved for funding projects to include the following:
  - An article that clearly states that project management team members are to adhere to the monitoring system guidelines and forms adopted by HEEPF.
  - A number of annexes were added to the contract document including local and international travel and accommodation rates, monitoring guidelines and forms and partnership agreement in case if more than one university/institution are involved in the implementation of the project.
- Holding a grant agreement contract signing Ceremony. On 28/08/2004, a ceremony was held with the presence of the Minister of Higher Education where all presidents of Egyptian universities and HEIs signed contracts representing "second party" and project managers representing "third party" signed project grant agreements. Contracting documents were signed in three original copies in both Arabic and English versions. Grant agreements were signed for 35 projects.
- Resolving the responsibility issue concerning the second party that should sign project grant contracting awarded for technical colleges and institutes where Prof. Dr. Mohamed Kamel El-Said was nominated to sign the contracts representing the minister of Higher Education.
- Handing copies of the contract agreement documents to universities and projects' managers:
- A letter was sent to presidents of universities and HEIs for opening bank accounts:

- Project management teams were requested to submit detailed implementation plan for first six months and financial requests for first three months.

**5- Self assessment study:**

A self assessment study was carried out by HEEPF administration, where a number of criteria were developed against which HEEPF performance could be measured. A Performance matrix was developed to relate all performed activities to the criteria they meet based on the criteria adopted<sup>6</sup>.

**6- 3<sup>rd</sup> cycle RFP call inauguration:**

On 28/08/2004 the 3<sup>rd</sup> cycle RFP was launched through an announcement made on the contract signing day. In preparation for 3<sup>rd</sup> cycle RFP, many activities were carried out as follows:

- **Revision of HEEPF priorities, projects sizes & duration:**  
According to the results of 1<sup>st</sup> and 2<sup>nd</sup> cycle project selection and awarding, HEEPF has found an urgent need to revisit the adopted list of priorities specifically with the funding of projects through the QAAP & FLDP in an attempt to avoid duplication of efforts. Consequently, HEEPF documents were revised based on the updated list of priorities with an update for project sizes, duration and sub-categories.
- **Revision of HEEPF documents:**  
HEEPF documents (applicants' guidelines and application forms both in Arabic and English versions) were revised to keep into consideration the updated list of priorities and some minor technical changes in the application form<sup>7</sup>.
- **Visits to different universities local campuses:**  
All universities and HEIs were consulted to schedule their own preferences regarding HEEPF local visits to different universities/HEIs. Thus, a team of presenters has toured universities describing the unique nature of this cycle, how to use HEEPF application form and how to budget their project proposals in terms of time, resources, scope and cost<sup>8</sup>. Average attendance rate per university is ~ 200 participants with a total estimate of ~1400 participants.
- **Continuous support :**  
HEEPF is committed to offer continuous support to potential applicants through different means of communication (face-to-face interaction, phone calls, E-mails, etc...)

**7- Monitoring report on 1<sup>st</sup> cycle funded project (1<sup>st</sup> quarter)**

1<sup>st</sup> cycle funded projects submitted their first quarterly progress report on the first week of July 2004. Monitoring team members have evaluated the submitted reports and took action towards content, quality and efficiency of both the actual projects' performance as well as the reporting mechanism followed.

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<sup>6</sup> - Attached please find HEEPF self assessment study.

<sup>7</sup> - Attached please find HEEPF 3<sup>rd</sup> Cycle RFP Applicants Guidelines & Application Forms.

<sup>8</sup> - Attached please find the universities visits schedule and program.

**8- Development of a reliable web-site:**

HEEPF administration has analyzed possible services that could be presented through a web-site to different beneficiary groups. Based on which a local firm was selected to carry out implementation of this task based on the terms of reference assigned by HEEPF.

**9- HEEPF publications and documents:**

HEEPF has produced the first version of publication in the form of a brochure about HEEPF Performance and a booklet including all summary sheets of the 2<sup>nd</sup> cycle projects. HEEPF is intending to continue the development of publications for 1<sup>st</sup> cycle projects summary sheets as well as a bulletin that describes HEEPF activities and that announces future activities.

**Section III. HEEPF Financial Expenditure (April 03-Aug 04):**

The Over all HEEPF expenditure since the beginning of the project till the end of June is **461.951 USD** It could be illustrated as follows:

**Expenditure on HEEPF Administrative and executive activities:**

- o Administrative costs: 21.145 USD
- o Workshops & Seminars: 5.570 USD
- o 1<sup>st</sup> Cycle Evaluation Process: 31.758 USD
- o 2<sup>nd</sup> Cycle Evaluation Process: 14.614 USD

**For a total of: 73.087 USD**

**Expenditure on First Cycle Projects:**

The first cycle granted projects started implementation on 1<sup>st</sup> of April 2004. During the first quarter (April-June) 40 projects the total number of transfer done was 388.864 USD that was meant to be spent on various activities as set in the projects' detailed implementation plan. From which, projects actually spent a total expenditure of 110.

**For a total of: 388.864 USD**

**Section IV. HEEPF Updated Implementation Plan:**

**Approved Implementation Plan (Feb-Dec. 04)**

The following are the activities that were to be executed during the time frame February to December 31st 2004 according to the set plan and the actual start and finish dates according to the actual performance. Based on which, an update for the time plan of future activities was made.

| Activity Type/stage | Activity description                   | Duration ( weeks) | Planned    |             | Actual/updated |             |
|---------------------|--|-------------------|------------|-------------|----------------|-------------|
|                     |  |                   | Start date | Finish date | Start date     | Finish date |
| Second RFP          | Training, General& Specific Workshops  | 7                 | 10 Feb. 04 | 29 Mar. 04  | 10 Feb. 04     | 29 Mar. 04  |
|                     | RFP Preparation& Submission            | 10                | 19Jan. 04  | 30 Mar. 04  | 19Jan. 04      | 30 Mar. 04  |
|                     | Evaluation Process                     | 6                 | 01 Apr. 04 | 15 May. 04  | 01 Apr. 04     | 15 May. 04  |
|                     | Selection, Awarding& Grant Contracting | 6                 | 16 May. 04 | 10 Jun. 04  | 16 Jun. 04     | 1 Aug. 04   |
| Third RFP           | Training, General & Specific Workshops | 15                | 11 Jun. 04 | 17 Sep. 04  | 1 Sep. 04      | 6 Oct. 04   |
|                     | RFP, Preparation & Submission          | 15                | 11 Jun. 04 | 17 Sep. 04  | 1.Sep. 04      | 20.Oct. 04  |
|                     | Evaluation Process                     | 8                 | 18 Sep. 04 | 12 Nov. 04  | 18 Sep. 04     | 12 Nov. 04  |

|  |   |    |            |            |            |            |
|--|---|----|------------|------------|------------|------------|
|  | Selection, awarding & grant contracting | 5  | 13 Nov. 04 | 17 Dec. 04 | 13 Nov. 04 | 17 Dec. 04 |
| Fourth RFP                                     | Prepare Modified HEEPf Documentation    | 5  | 12 Nov. 04 | 17 Dec.04  | 12 Nov. 04 | 17 Dec.04  |
|  | TOT, General& Specific Workshops        | 9  | 17 Dec. 04 | 18 Feb. 05 | 17 Dec. 04 | 18 Feb. 05 |
|  | RFP, Preparation & Submission           | 9  | 17 Dec. 04 | 18 Feb. 05 | 17 Dec. 04 | 18 Feb. 05 |
| Implementation & monitoring of funded projects | PIs Training on management of projects  | 7  | 26Feb. 04  | 29 Mar. 04 | 26Feb. 04  | 29 Mar. 04 |
|  | Follow up of projects implementation    |    | 01Apr. 04  | .....      | 01 Apr. 04 | .....      |
|  | First cycle projects                    |    | 26 Feb. 04 | .....      | 26 Feb. 04 | .....      |
|  | Second cycle projects                   |    | 10 Jun. 04 | .....      | 10 Jun. 04 | .....      |
| Evaluation& Impact Assess.                     | Evaluation& Impact Assessment           | 12 | 18 Dec. 04 | 11 Mar. 05 | 18 Dec. 04 | 11 Mar. 05 |
| HEEPF Management Reports                       | Progress Report 3                       | 4  | 15 Jun. 04 | 15 Jul.04  | 15 Jun. 04 | 15 Jul.04  |
|  | Progress Report 4 *                     | 4  | 15 Dec. 04 | 15 Jan. 05 | 15 Dec. 04 | 15 Jan. 05 |

### Section V. HEEPf Performance against mission's Aide memoir:

By September 2004, the HEEPf Director and Steering Committee were supposed to carry out a number of major activities and action towards certain issues. The following schedule lists those actions and how HEEPf responded to it:

| Aide memoir recommendations  | HEEPf response  | Deliverables  |
|--|---|---|
| <ul style="list-style-type: none"> <li>Implement systematic follow-up and evaluation of projects that have received funding in round one to ensure the timely realization of deliverables.</li> </ul>  | <ul style="list-style-type: none"> <li>A Comprehensive monitoring &amp; evaluation system has been developed to define monitoring relationship on three levels: internal monitoring on the project level, intra-monitoring on the project-university level and Project-HEEPf level. A document of guidelines &amp; forms was developed to guide this system.</li> </ul> | <ul style="list-style-type: none"> <li>Monitoring guidelines &amp; forms.</li> <li>First quarterly submitted reports for 1<sup>st</sup> cycle projects.</li> <li>Collective monitoring report on 1<sup>st</sup> cycle projects performance and achievements.</li> </ul> |
| <ul style="list-style-type: none"> <li>Prepare the first HEEPf annual bulletin: provide public information on the progress of the HEEPf, a statistical profile of the proposals that have received funding, information about the review process, and summaries of selected sub-projects. (Section 3.4.2 of the Fund Manual outlines details for implementing this activity.)</li> </ul> | <ul style="list-style-type: none"> <li>HEEPf has produced the first set of documents in the form of a brochure about HEEPf performance and a booklet that encompasses all the project summaries of 2<sup>nd</sup> cycle funded projects. Another booklet about project summaries of 1<sup>st</sup> cycle funded projects is still in print.</li> </ul>                  | <ul style="list-style-type: none"> <li>HEEPf Performance brochure.</li> <li>2<sup>nd</sup> cycle funded projects summary booklet.</li> </ul>  |
| <ul style="list-style-type: none"> <li>Expand visibility across all universities and ensure that information about HEEPf is widely disseminated via e-mail, listserves, and other similar means and is readily accessible from a dedicated website as well as from IPMU of each higher education institution.</li> </ul>   | <ul style="list-style-type: none"> <li>A reliable web-site is being developed where HEEPf administration has analyzed possible services that could be presented through a web-site to different beneficiary groups.</li> </ul>  | <ul style="list-style-type: none"> <li>Website under construction.</li> </ul>   |
| <ul style="list-style-type: none"> <li>Seek more effective ways to</li> </ul>  | <ul style="list-style-type: none"> <li>TOT was applied in HEEPf</li> </ul>  | <ul style="list-style-type: none"> <li>5 projects were</li> </ul>   |

|   |   |   |
|---|---|---|
| <p>assist applicants from institutions that were not successful in the first round (Suez Canal, Menia, and Mansoura universities) to prepare projects that merit funding.</p>   | <p>2<sup>nd</sup> RFP.</p> <ul style="list-style-type: none"> <li>Local visits were made to all universities including the three universities.</li> <li>Oral &amp; written feedback was given to applicants from the three universities on the weak points and drawbacks highlighted by reviewers on project proposals submitted at first and second rounds.</li> </ul>   | <p>funded for Mansoura University out of 14 submitted project proposals.</p> <ul style="list-style-type: none"> <li>One project was funded for Suez Canal University out of 5 submitted project proposals.</li> <li>Menia University was not successful for the second round to provide quality proposals.</li> </ul> |
| <ul style="list-style-type: none"> <li>Continue to provide training and information sessions to an additional 450 individuals in preparation for the third round.</li> </ul>  | <ul style="list-style-type: none"> <li>In preparation for 3<sup>rd</sup> cycle RFP, training and information sessions were held at universities local campuses. Where a number of consecutive presentations were held.</li> </ul>   | <ul style="list-style-type: none"> <li>Applicants' guidelines.</li> <li>Application forms (Arabic &amp; English)</li> <li>An approximate of 1400 participants attended information sessions.</li> </ul>   |
| <ul style="list-style-type: none"> <li>Continue to build the database for both internal and external reviewers.</li> </ul>  | <ul style="list-style-type: none"> <li>A comprehensive database is available for HEEPF and is subject to continuous update. HEEPF administration encourages all experts to register themselves in the database according to discipline and field of specialization through which competent reviewers &amp; experts were selected for evaluation &amp; training activities.</li> </ul>   | <ul style="list-style-type: none"> <li>350 entries in the external reviewers' database.</li> <li>Reviewers participated in evaluation and training activities.</li> </ul>   |
| <ul style="list-style-type: none"> <li>Complete the review process for the second round and select award winners. Ensure that all awarded projects have clearly stated outcomes and a statement about the impact of project on student learning, and indicators based on which performance and deliverables are going to be evaluated.</li> </ul> | <ul style="list-style-type: none"> <li>Second cycle application documents urge applicants to state the project outcomes/outputs and describe indicators of success, completion and impact where all the application documents are to be evaluated by reviewers and evaluators. Moreover, a ranking process was carried out for successful proposals based on their grades and according to priority considerations. The top sets of projects that fulfill those criteria were selected to be approved for funding.</li> </ul> | <ul style="list-style-type: none"> <li>144 proposals were submitted.</li> <li>52 passed both academic &amp; financial evaluations.</li> <li>35 of which were approved for funding for being the top proposals in ranking &amp; priority.</li> </ul>   |
| <ul style="list-style-type: none"> <li>Complete contractual arrangements with 2<sup>nd</sup> round winners and their respective institutions.</li> </ul>  | <ul style="list-style-type: none"> <li>Contractual agreements were signed in a ceremony attended by the minister of higher education and all universities' presidents as</li> </ul>   | <ul style="list-style-type: none"> <li>35 contractual agreements were signed for 2<sup>nd</sup> cycle approved for funding projects.</li> </ul>   |

|   |   |  |
|---|---|--|
|   | well as project managers.   |  |
| <ul style="list-style-type: none"> <li>Collaborate closely with FLDP to ensure that workshops that engender greater facility in grantsmanship and proposal writing are offered to potential grant applicants in a timely manner.</li> </ul> | <ul style="list-style-type: none"> <li>FLDP has a strategic plan for training workshops to be carried which has a set of priorities that made it difficult to collaborate with HEEPF.</li> </ul>  | N/A  |
| <ul style="list-style-type: none"> <li>Prepare and launch the RFP for the third round of the HEEPF competition.</li> </ul>  | <ul style="list-style-type: none"> <li>RFP for third cycle of HEEPF was launched on the 28<sup>th</sup> of August 2004 where the deadline for submission is to be 20<sup>th</sup> of October 2004.</li> </ul>   | <ul style="list-style-type: none"> <li>Revised Applicants Guidelines &amp; Application forms for 3<sup>rd</sup> RFP.</li> <li>13 awareness and information sessions were held at local universities sites with total number of ~ 1400 Participants.</li> </ul> |
| <ul style="list-style-type: none"> <li>Prepare for the first Evaluation Conference and mid-term review.</li> </ul>  | <ul style="list-style-type: none"> <li>First Evaluation conference and mid-term review is not to be held before May-June 2004 after finishing with contractual agreements with 3<sup>rd</sup> round winners and their respective institutions and to include outcomes/deliverables of projects that could have been completed (small, 12 months duration projects) by this time.</li> </ul> | <ul style="list-style-type: none"> <li>Postponed activity.</li> </ul>  |

## Section VI. Outcomes/outputs & Performance Indicators:

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

- HEEPF monitoring system:**
  - Monitoring guidelines & forms.
  - 40 submitted progress reports from first cycle funded projects for the first quarter.
  - Meetings and site visits (15 site visits and 20 meetings)
- Training:**
  - Project management (1) workshop (total no. of 96 Participants)
  - Project management (2) workshop (total no. of 66 Participants)
  - Project management (3) workshop (total no. of 85 Participants)
  - E-learning workshop (total no. of 32 participants)
- 2<sup>nd</sup> cycle RFP Submission, Evaluation and Selection**
  - All universities/HEIs submitted 144 project proposals.
  - 60 project proposals passed academic evaluation.
  - 52 project proposals passed financial evaluation.
  - 36 project proposals were approved for funding after ranking and priority considerations.

- **2<sup>nd</sup> cycle Awarding and Grant Contracting**  
36 project proposals were approved for funding from which, 35 contract agreements were signed.
- **Self assessment Study & report**
- **3<sup>rd</sup> cycle RFP call inauguration**
  - Revised versions of applicants' guidelines and application forms.
  - Lists of basic data and information of 1<sup>st</sup> & 2<sup>nd</sup> cycles funded projects.
  - 5 Duplicated set of material for each university in hard and soft forms.
  - 13 local visits to all universities and HEIs were carried out with a total number of about 1600 participants.
- **Monitoring report on 1<sup>st</sup> cycle funded project (1<sup>st</sup> quarter)**
- **Development of a reliable web-site (under construction)**
- **Development of HEEPF publications and documents.**

## **Section VII. Constrains, problems and risks:**

During implementation of HEEPF activities, a number of constrains, problems and obstacles have faced HEEPF administration due to the following reasons:

### **1- Dissemination is still not sufficiently applied:**

The total number of faculty members that had direct contact with HEEPF could be calculated as follows:

- An average of 20 personnel management and implementation teams members per project for the funded 76 projects result in a total of about 1600 faculty members.
- About 5000 participants attended different awareness and training seminars and workshops across the three RFP cycles from different universities.
- 1200 top management personnel & stakeholders from all Universities/HEIs (Presidents of universities, Deans & Vice-Deans, General managers of HEIs, UPMUDs ... etc.)
- About 4000 personnel attended different training & awareness seminars/workshops held by funded projects throughout 6 months of implementation of first cycle projects.

That represents a total of 12,000 out of a total of 60,000 faculty members which represents only 20% of faculty members at Egyptian universities/HEIs which is still not satisfactory for HEEPF targeted dissemination and awareness plan.

### **2- Constrains of allocated budget:**

Despite the fact that 52 project proposals succeeded both academic and financial evaluation, HEEPF couldn't fund except 35 projects. That has caused successful projects team members disappointment and lack of enthusiasm to re-apply at following rounds.

An attitude of distrust was apparent in the 3<sup>rd</sup> RFP awareness sessions from potential applicants that when they exert effort to produce quality proposals, it would be approved for funding despite the fact that it was regarded as successful.

**3- Difficulty to coordinate with other projects:**

Other HEEP five projects have their own plan of activities that reflect their own priorities and limited budget to carry out these activities. This has made it difficult for HEEP to coordinate with these projects in implementing joint activities.

**4- Resistance of funded projects' teams to world bank regulations and employed HEEP monitoring system:**

HEEP administration and monitoring members has faced resistance at the part of funded projects team members in following the employed monitoring system and World Bank regulations. HEEP monitoring team members worked extensively in supporting and helping projects management teams on how to implement employed system, guidelines and forms. 40 progress reports that were submitted on the first week of July 2004 were revised by monitoring team members and required editing and corrections for some technical and financial errors were carried out.

**5- Inefficiency of communication and slow response at part of universities/ projects:**

The mailing and faxing cycle is relatively slow, thus phone calls were used to support and hasten communication cycle.