

HEEPF
Quarterly Progress Report
(October - December 2004)

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HEEPF Quarterly Report October 2004 – December 2004

Section I. Previous activities & outcomes (Apr. 03 - Sep. 04):

HEEPF has started executing the approved plan on March 2003. Within reporting system adopted by HEEPf, progress reports have been issued to elaborate the numerous activities that have been carried out and a number of outputs/outcomes that 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.

HEEPf has started a series of project management workshops that could be represented in: **Project Management Workshop (1)** that was held on 31st of March 2004 with a total number of 96 participants representing UPMUDs,

Financial officers at Egyptian universities and 1st cycle projects' management team members¹. **Project Management Workshop (2)** that was held on the 31st of May 2004 with a total number of 66 participants representing UPMUDs, Financial officers at Egyptian universities and 1st cycle projects' management team members². **Project Management Workshop (3)** that was held on the 1st of September 2004 with a total number of 85 participants representing UPMUDs, Financial officers at Egyptian universities and 2nd cycle projects' management team members³.

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

3- RFP 1st cycle call:

The 1st 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 HEEP- Committee agreed on the proposed evaluation procedure, the detailed time-frame, the recommended list of evaluators, as well as the evaluation management team. HEEP- 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 2nd Cycle Call:

The Second call of HEEP- was launched on the first week of January 2004. The deadline for submission of proposals is the 30th 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.

7- Development of HEEP- Monitoring System:

HEEP- 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 deliverables⁴.

¹ - Attached please find report on workshop.

² - Attached please find report on workshop.

³ - Attached please find report on workshop.

⁴ - Attached please find HEEP- Monitoring Guidelines & Forms.

8- 2nd cycle RFP Submission, Evaluation, Selection & Contracting:

On March 30th 2004 (the assigned deadline for 2nd 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.

02/05/2004 HEEPF- Committee agreed on the proposed evaluation procedures. 36 project proposals were approved for funding. This has increased the number of projects that are monitored by HEEPF to 76.

The following table summarized the number and sized of funded projects in comparison to HEEPF performance indicators:

	Small	Medium	Large	Entrepreneurial
1 st Cycle	9	23	9	0
2 nd Cycle	7	24	2	0
Total	16	47	11	0
Targeted	60	40	20	25

9- 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 adopted⁵.

10- 3rd cycle RFP call inauguration:

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

- a. *Revision of HEEPF priorities, projects sizes & duration:*
- b. *Revision of HEEPF documents:*
- c. *Visits to different universities local campuses:*
- d. *Continuous support :*

11- Monitoring report on 1st cycle funded project (1st quarter)

1st 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.

12- 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.

13- 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 2nd cycle projects. HEEPF is intending to continue the development of

⁵ - Attached please find HEEPF self assessment study.

publications for 1st cycle projects summary sheets as well as a bulletin that describes HEEPF activities and that announces future activities.

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.~350).
- 1st 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 2nd 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.

Section II. HEEPF Performance (October - December 2004):

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

1- Dissemination and awareness activities:

HEEPF has worked on increasing the scope and impact of dissemination and awareness about its own activities through the following:

- Site visits to universities:
During the preparatory activities for HEEPF 3rd RFP, site visits were paid for all universities and HEIs where HEEPF objectives, priorities and scope of work have been disseminated among participants.
- HEEPF Website:
A reliable website has been developed at www.heepf.org.eg in order to have a better communication channel with potential applicants as well as funded projects management team members. The website is designed in a dynamic feature that enables users to use it as a management tool in submitting documents as well as uploading and downloading files/folders.
- Publications:
HEEPF has issued a series of publications and documents to provide information about HEEPF and to help potential applicants satisfy HEEPF scope of work and priorities. Publications included the following:

2- Training & meetings:

HEEPF has dedicated efforts to the training and support for funded projects through the following:

First Meeting for HEEPF Funded Projects:

The first meeting for HEEPF funded projects was held 11/10/2004 through which, funded projects shared their experiences, major problems were highlighted and recommendations were discussed. 85 participants attended the meeting representing project managers and team members, financial officers and UPMU directors. The meeting followed the following procedures and methodology of action:

- Presentations to be given by selected number of funded projects according to the following criteria:
 - Representation of all universities that include funded projects.
 - Equal representations of different fields of specialization, projects' windows, sizes, duration and sub-categories.
- Colored posters (100X70 cm) were displayed for all submitted presentations (including those who did not have the chance to present their projects' progress).
- Basic remarks, constrains and problems that face projects and recommendations were discussed and considered by the end of the day. The discussion aimed at finding out recommendations for enhancing

HEEPF performance and Communication with funded projects in the future code of action.

Project Management Workshop (4):

On 22/11/2004 team members of second cycle funded projects, universities financial officers and projects accountants were trained on project management, including financial planning and HEEP employed reporting system. 82 participants joined the workshop activities.

Financial Training Workshops:

Based on the recommendations given by project team members in the first meeting, four different financial training workshops were held for projects accountants and financial officers, two of which were located in Alexandria and two were held at the HEEP location. An average of 30 participants (project managers, accountants and financial officers) attended different training workshops with a total of 123 participants. Three more workshops are planned to take place during January.

3- Third Cycle RFP:

○ preparation Process:

Third cycle preparation process started with the revision of HEEP documents and priorities where as project sizes were reduced to the following limits:

- Small (less than 50.000 USD)
- Medium (More than 51.000 up to 100.000 USD)
- Large (More than 101.000 up to 150.000 USD)

Moreover, QA sub-category was eliminated from HEEP priorities since the QAAP is currently funding the same category of projects. Universities field visits took place between 12th and 29th of September 2004 during which different workshops and meetings were held that included the following:

- HEEP priorities, evaluation and monitoring system.
- Methodology of writing project proposals.
- Chronological and financial planning for projects.
- Discussing project proposals that were submitted to HEEP in first and second cycles and were not approved for funding.
- Meeting with first and second cycles funded projects management team members to discuss projects progress.

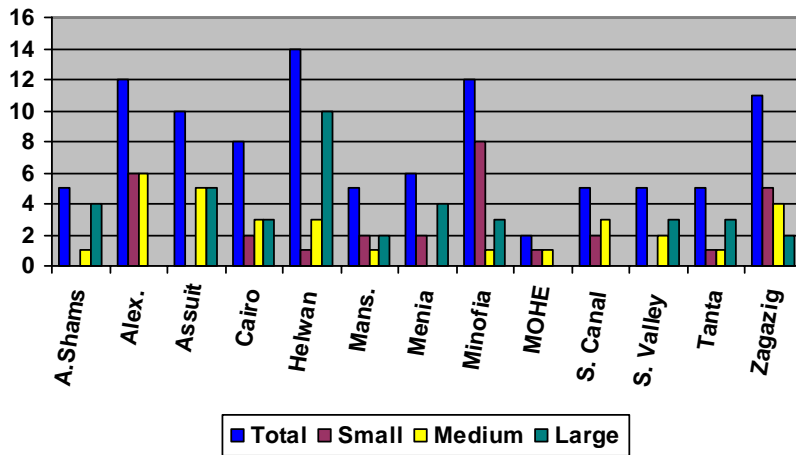
○ Third Cycle Submission:

On 20/10/2004 (the deadline for 3rd RFP submission) or earlier, all universities and TCs submitted their project proposals. 100 project proposals were submitted. The following table and graph show project proposals submitted by universities/TCs according to project sizes:

University	Small Projects	Medium Projects	Large Projects	Total
Ain Shams	0	1	4	5
Alexandria	6	6	0	12
Assiut	0	5	5	10
Cairo	2	3	3	8
Helwan	1	3	10	14
Mansura	2	1	2	5
Menia	2	0	4	6
Minofia	8	1	3	12
MOHE	1	1	0	2
Suez Canal	2	3	0	5
South Valley	0	2	3	5
Tanta	1	1	3	5
Zagazig	5	4	2	11
Total	30	31	39	100

The following chart illustrated this distribution

Chart - Distribution of submitted Projects per University According to Project Size



- Third Cycle Evaluation Process:
 Evaluation process followed a number of procedures as follows:
 - ✓ Pre-screening.
 - ✓ Academic Evaluation.
 - ✓ Financial Evaluation.
 - ✓ Projects Ranking.
 - ✓ Priority considerations.

The results of the previously mentioned procedures could be summarized in the following table:

University	Total Number of Proposals Submitted	Total number of Proposals after Screening	Number of Proposals After Academic Evaluation	Number of Proposals After Acad. & Financial Evaluation	Number of Proposals after Priority Considerations	Budget requested after Priority Considerations
Ain Shams	5	5	2	2	2	290.225
Alexandria	12	12	4	3	3	177.133
Assiut	10	10	6	6	6	607.000
Cairo	8	8	6	6	6	572.231
Helwan	14	13	4	4	4	557.893
Mansura	5	5	2	2	2	150.806
Menia	6	6	5	5	5	524.446
Minofia	12	9	2	2	2	174.343
MOHE *	2	2	0	0	0	0 *
Suez Canal	5	5	3	3	3	240.078
South Valley *	5	5	0	0	0	0 *
Tanta	5	5	3	1	1	128.558
Zagazig	11	10	2	2	2	202.410
Total	100	95	39	36	36	3.625.000

*no successful projects

The following Chart illustrates this distribution

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

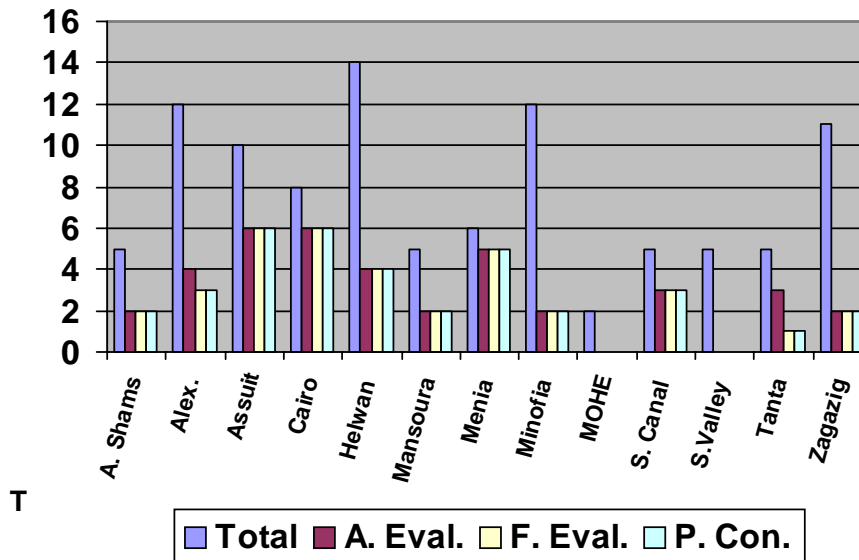
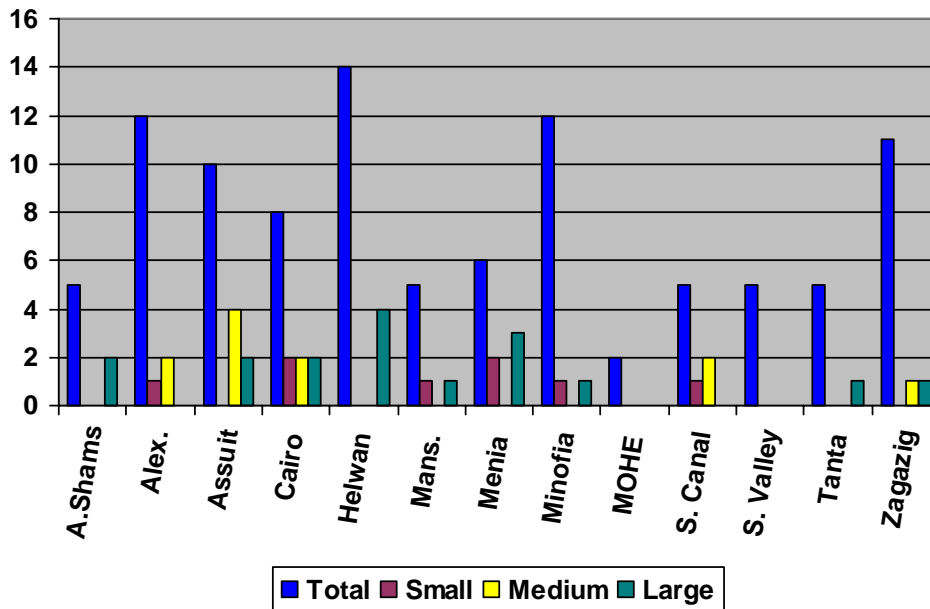


Table 3 – Distribution of Projects per University According to Project Size after Evaluation

<i>University</i>	<i>Small Projects</i>	<i>Medium Projects</i>	<i>Large Projects</i>	<i>Total</i>
Ain Shams	0	0	2	2
Alexandria	1	2	0	3
Assiut	0	4	2	6
Cairo	2	2	2	6
Helwan	0	0	4	4
Mansura	1	0	1	2
Menia	2	0	3	5
Minofia	1	0	1	2
MOHE	0	0	0	0
Suez Canal	1	2	0	3
South Valley	0	0	0	0
Tanta	0	0	1	1
Zagazig	0	1	1	2
Total	8	11	17	36

The following Chart illustrated this distribution.

Chart # 3 - Distribution of Projects per University According to Project Size after Evaluation



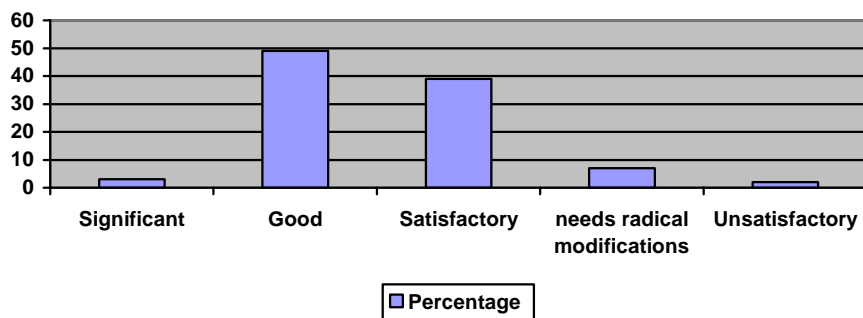
3- HEEP Technical & Financial Monitoring Report (Dec. 04):

A comprehensive monitoring report for technical and financial aspects of the first and second cycles funded projects was prepared by the HEEP monitoring team members. The report's major findings could be summarized in the following:

- Paying 25 field visits for 25 first cycle funded projects (22/11/04-22/12/04).
- Planning for 15 field visits for the rest of 1st cycle funded projects (22/12-29/12 04)
- Evaluation scale for the funded projects that could be summarized into a five evaluation scale:
 - ✓ Significant performance.
 - ✓ Good performance.
 - ✓ Satisfactory with some modifications.
 - ✓ Needs radical modifications.
 - ✓ Unsatisfactory at all.

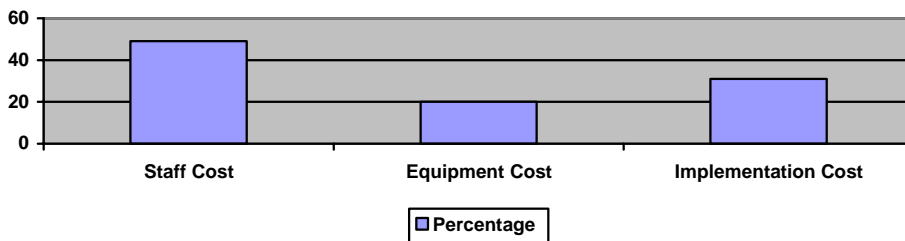
Projects were classified according to the previously mentioned scale. Results could be illustrated in the following table and accompanying graph:

Significant	Good	Satisfactory	Radical modifications	Unsatisfactory
3%	49%	39%	7%	2%



- Comprehensive financial analysis for three quarterly transfers for 1st cycle projects and one quarterly transfer for the 2nd cycle projects. The following graph explains the distribution of the funded projects' expenditure in three major categories:
 - Staff Cost.
 - Equipment cost.
 - Implementation cost.

The following chart illustrates this distribution:



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

The Over all HEEPF expenditure since the beginning of the project till the end of December 2004 is **2.112.292 USD** It could be illustrated in three major categories:

- HEEPF administrative and executive activities expenditure.
- First cycle funded projects expenditure.
- Second cycle funded projects expenditure.

This categories could be elaborated as follows:

Expenditure on HEEPF Administrative and executive activities:

- o Administrative costs: 21.145 USD
- o Workshops & Seminars: 5.570 USD

For a total of: 26.715 USD

Expenditure on First Cycle Projects:

1st Cycle Evaluation Process: 31.758 USD/193.723LE

The first cycle granted projects started implementation on 1st of April 2004. Since this time until December 2004 three quarters transfer and expenditure was done. The total amount of transfer done was 1.355.657 USD/8.405.073 LE that was meant to be spent on various activities as set in the projects' detailed implementation plan⁶.

For a total of: 1.387.415 USD

Expenditure on Second Cycle Projects:

2nd Cycle Evaluation Process: 14.614 USD

The second cycle granted projects started implementation on the 1st of September 2004. Since this time and until December 2004, one quarter transfer and expenditure was done. The total amount of transfer was 683.548 USD/4.238.000LE⁷.

For a total of: 698.162 USD

⁶ - Please refer to the monitoring report for further information.

⁷ - Please refer to the monitoring report for further information.

Section IV. 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 & second quarters.
 - 35 submitted progress reports from second cycle funded projects for the first quarter.
 - Meetings and site visits (15 site visits and 20 meetings)
- **Trainings & meetings:**
 - 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)
 - First meeting of HEEPF funded projects (total no. of 85 Participants)
 - Project management (4) workshop (total no. of 82 Participants)
 - E-learning workshop (total no. of 32 participants)
- **2nd 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.
- **2nd cycle Awarding and Grant Contracting**

36 project proposals were approved for funding from which, 35 contract agreements were signed.
- **Self assessment Study & report**
- **3rd cycle RFP call inauguration**
 - Revised versions of applicants' guidelines and application forms.
 - Lists of basic data and information of 1st & 2nd 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 1st & 2nd cycle funded project (1st & 2nd quarters)**
- **3rd Cycle project proposal submission (100 project proposals)**
- **Development of a reliable web-site.**
- **Development of HEEPF publications and documents.**

Section V. World Bank's Mission's Aide Memoir:

According to the WB mission's Aide Memoir, The activities of HEEPF in the past 6 months have been on target and correspond with the objectives set in the March 2004 aide-memoir.

The Aide Memoir states that one of the successful features of HEEPF is that it engages in a systematic review of its past activities and achievements and implements modifications as needed to improve. The iterative revision of forms and guidelines is an example of its dynamic nature. Its activities have engendered collegiality, transparency and accountability, and ownership pride. These features were evident in the presentations and discussions held during the First Project Team Conference which brought together the first cohort of grant recipients.

The Memoir adds that through various support structures (feedback, hands-on workshops in proposal writing, etc.), to date, all but one university have been awarded projects. HEEPF needs to be particularly vigilant that at the end of the World Bank project, all the universities have been successful in submitting meritorious applications and have been a beneficiary of the fund, that the range of disciplines represented by successful and motivated groups includes arts and humanities and social sciences, that the entrepreneurship window of the competition is promoted and used, and that potential applicants realize that the fund will also support development projects that are not technology based.

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Concerning HEEPF support to ETCs, faculty members from the ETCs managed to obtain approval for three HEEPF projects: a) ready-made garments, b) Arab CAD, and c) training of trainers. However many ETC faculty members interviewed feel that the process is unfair to the ETCs and favors universities. The missions urges the PMU to consider measures to increase the capacity of the ETC faculty by: a) providing a more detailed and customized orientation and training program for proposal preparation, b) allowing ETC faculty to submit their proposals in Arabic, and c) allocating a funding "envelope" specifically for the ETCs.

The overall remark that was given about HEEPF performance is that Progress in this component is satisfactory.

Section VI. 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
First RFP	Training, General& Specific Workshops	8	05 Apr. 03	24 Oct. 03	05 June 03	03 Oct. 03
	RFP Preparation& Submission	10	05 Apr. 03	24 Oct. 03	05 June.03	03 Oct. 03
	Evaluation Process	8	20 Oct. 03	10 Dec. 03	16 Dec. 03	22 Jan. 04
	Selection, Awarding & Grant Contracting	8	03 Jan. 04	15 Feb. 04	16 Dec. 03	01 Apr. 04
Second RFP	TOT, 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	11 Dec. 04	23 Dec. 04
	Selection, awarding & grant contracting	5	13 Nov. 04	17 Dec. 04	1Jan. 04	15 Feb. 04
Fourth RFP	Prepare Modified HEEPF Documentation	5	12 Nov. 04	17.Dec.04	25 Dec. 04	1 Jan. 04
	TOT, General& Specific Workshops	9	17 Dec. 04	18 Feb. 05	3 Jan. 04	16 Apr. 05
	RFP, Preparation & Submission	9	17 Dec. 04	18 Feb. 05	3 Jan 05	16 Apr. 05
Fifth RFP	Prepare Modified HEEPF Documentation	8	16 Apr. 05	07 Oct. 05	---	---
	TOT, General& Specific Workshops	10	16 Apr. 05	07 Oct. 05	---	---
	RFP, Preparation & Submission	6	07 Oct. 05	20 Nov. 05	---	---
Implementation & monitoring of funded projects	Pls Training on management of projects	7	26Feb. 04	29 Mar. 04	26Feb. 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

During the future course of action HEEPF is committed to carry on with the following tasks:

- Implement systematic **monitoring** and evaluation of projects that have received funding in **the 1st and 2nd rounds (75 projects)** to ensure the **efficient and** timely realization of deliverables.
- **Expand visibility** across all universities and **ETCs 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 **PMUs** of each higher education institution.

Deleted: follow-up

Deleted: round one

Deleted: <#>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.)¶

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- Seek more effective ways to assist applicants from Menia to prepare projects that merit funding and in the same vein, encourage applications from new disciplines (e.g., Arts, Humanities, etc.) and submissions to the entrepreneurship window of the fund.
 - Deleted: institutions that were not successful in the first round (Suez Canal,
 - Deleted: , and Mansoura universities)
 - Deleted: .
- Continue to provide training and information sessions and workshops to 1500 individuals in preparation for the 4th round.
- Continue to provide specific technical support workshops (8) (technical, time, and risk management) for project management teams and financial officers of universities and their respective PMUs.
 - Deleted: to an additional 450
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- Continue to build the database for both internal and external reviewers.
- Complete the review process for the 3rd 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.
 - Deleted: second
- Complete contractual arrangements with 3rd round winners and their respective institutions.
 - Deleted: 2nd
- Collaborate closely with FLDP to: a) identify professional development topics that are general and traverse disciplines and projects (e.g., project management, financial training, curriculum development, e-learning) and b) have FLDP offer these workshops in a timely manner to current and potential grant holders and to university PMUs for the successful implementation of projects.
 - Deleted: <#>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.¶
- Prepare and launch the RFP for the 4th round of the HEEPF competition.
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- Organize the 2nd Project Team Conference for current and potential grant holders
 - Deleted: Prepare for
- Coordinate with the MoHE to present the first Evaluation Conference as a feature of the planned 2nd National Conference on Higher Education.
 - Deleted: and mid-term review.
- Develop a framework for impact assessment and to solicit input from universities where HEEPF funded projects are being implemented.
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Section VII. Constrains, problems and risks:

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- Successful projects that were not funded:

Two projects were approved for funding for the Technical colleges but were not actually funded to date due to administrative and regulative problems at the part of the Ministry of Higher Education where a bank account was not allocated for these projects to receive required transfers.

2- Funded projects that are not performing well:

A project at Ain Shams University is not progressing due to internal problems between project team members and unserious implementation of project activities as was apparent in the final progress report and field visits paid by HEEPf monitoring team members