



CALL FOR EXPRESSIONS OF INTEREST APPLICATION FORM

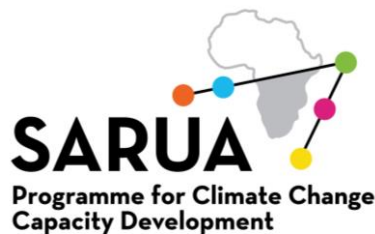
SARUA
Curriculum
Innovation
Network

SCIN



*Establishment of a SARUA
Curriculum Innovation Network*

*Development and Delivery of a
regional Master's Programme in
Climate Change and Sustainable
Development*



Programa para o Desenvolvimento de
Capacidade para as Alterações Climáticas
Programme de développement des capacités
face au changement climatique

Deadline for EOI submission:

Friday, 20 March 2015 @16h00 Central Africa Time

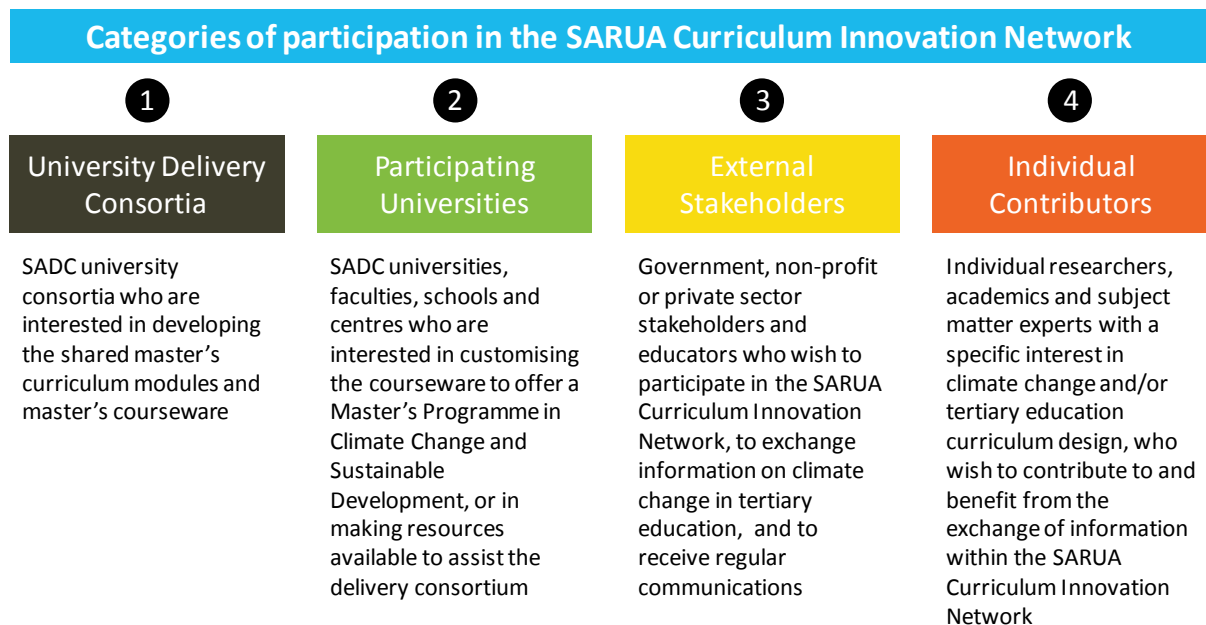
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COMPLETION GUIDELINES

SCIN CATEGORIES OF PARTICIPATION

The SARUA Curriculum Innovation Network (SCIN) is commencing its activities with a two year project to develop a regional curriculum and courseware for a Master’s Programme in Climate Change and Sustainable Development. This is part of a longer term objective to establish a structured forum for collaboration, communication and information exchange around the themes of curriculum innovation and climate resilient development in the SADC region. This Call for Expressions of Interest (EOI) therefore does not only apply to university consortia who wish to develop the curriculum and courseware, but also to universities, individuals and stakeholders who wish to share in the network’s work activities and information exchange. Four categories of participation have been defined (see below) and each section in this document clearly indicates who should complete it.



INSTRUCTIONS FOR COMPLETION

Every EOI application must include a signed declaration by the person who completes it. Read the instructions carefully and complete only relevant sections as required for your envisaged level of participation. Please provide as much information as possible and ensure all the required supporting documents are included. Forms may be completed electronically or by hand and scanned to PDF.

DISCLOSURE OBLIGATIONS

In order to protect the integrity of the shortlisting process, applicants are required to disclose and/or declare any potential conflict of interest they may have in relation to this EOI process. This should be done in writing to the SCIN Coordinator. In addition, please note that information provided will be used by SARUA for the purposes of evaluation and could also inform and form part of any eventual contractual arrangements during the Invitation to Tender (ITT) phase.

DECLARATION OF THE PERSON COMPLETING THE APPLICATION

- 1) I declare and warrant that I:
 - a) have been authorised by the Applicant to make the statements as included in this application;
 - b) have been authorised to provide information on behalf of the Applicant; and
 - c) have been authorised to submit this application on behalf of the Applicant.

- 2) I declare and warrant that the Applicant:
 - a) confirms that the information provided in the application (including any attachments) is true and correct;
 - b) has read and understood the EOI and all other information regarding the SCIN establishment process and agrees to comply with its requirements;
 - c) confirms its eligibility to submit an application;
 - d) undertakes to advise the SCIN Coordinator, in writing, if the Applicant becomes aware of any actual or potential conflicts of interest in respect of the EOI, its application or the contract;
 - e) authorises SARUA and its technical delivery partners to, if necessary, assess the credentials of its organisation by checking the information provided by the Applicant and information from any other source at SARUA's discretion;
 - f) understands that any deliberate false statements or information provided could lead to the Applicant's exclusion from the EOI process.

- 3) If this application is submitted on behalf of a consortium, I warrant that all members of the participating universities have agreed to be included in the application.

- 4) In lodging this SARUA EOI application, I acknowledge that the Applicant is bound by this Applicant Declaration.

I agree to the Applicant Declaration

Name and Surname	Signature	Date and Place
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SECTION A: CONTACT INFORMATION

For completion by:

<input checked="" type="checkbox"/>	University Delivery Consortia	<input checked="" type="checkbox"/>	External Stakeholders
<input checked="" type="checkbox"/>	Participating Universities	<input checked="" type="checkbox"/>	Contributing Individuals

1. Indicate with a cross [x] in which category/ies of participation you are interested in:

<input type="checkbox"/>	University Delivery Consortium
<input type="checkbox"/>	Participating University
<input type="checkbox"/>	External Stakeholder
<input type="checkbox"/>	Individual Contributor

2. For UNIVERSITIES, provide some information on your organisation.

University Name	
Designated individual coordinator for follow-up communications	Name:
	Title:
	Position:
	Department / Unit / Centre:
	Faculty:
	Postal address:
	Email address:
	International Telephone no.:
	International Mobile no.:

3. For NON-UNIVERSITY STAKEHOLDERS AND INDIVIDUAL CONTRIBUTORS, provide some information on your organisation.

Organisation Name	
Type of Organisation	
Designated individual coordinator for follow-up communications	Name:
	Position:
	Department / Unit / Centre:
	Postal address:
	Email address:
	International Tel no.:
	International Mobile no.:

4. For ALL applicants, please provide details for an alternate contact person (OPTIONAL)

Organisation Name	
Type of Organisation	
Alternate contact person	Name:
	Title
	Position:
	Department / Unit / Centre:
	Email address:
	International Tel no.:
	International Mobile no.:

SECTION B: UNIVERSITY DELIVERY CONSORTIA

For completion by:

<input checked="" type="checkbox"/>	University Delivery Consortia	External Stakeholders
	Participating Universities	Contributing Individuals

This section is only for completion by universities who have formed a consortium and wish to be considered for appointment as the curriculum and courseware delivery consortium.

- By ticking the box you confirm that the proposed delivery consortium complies with the eligibility criteria listed in the *EOI Guidelines* document and that the application includes a letter of endorsement from the coordinating university's Vice-Chancellor.

	YES
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- Please list the proposed university partners of the consortium

University	Country	SARUA member (Y/N)	Designated representative (name)

3. Please list the proposed non-university partners of the consortium

Organisation / Individual	Country	Area of specialisation	Designated representative

4. Please confirm your consortium's primary location for coordination of activities.

- Include the name, location and address of the relevant department / unit / centre or faculty.
- If multiple locations, include all details.

Primary location(s) for coordinating the consortium' work activities

5. Please list all the proposed team members and their respective affiliations in the table below.

For each member listed in the table below, please submit a 2-3 page summary CV with the application, clearly outlining relevant qualifications, experience and publications.

Name and Title of individual	University / Organisation	Position	Nationality	Gender	Qualifications	Envisaged role in consortium

6. Confirm which of the above team members have directly relevant experience in Master’s degree curriculum development with a specialisation in climate change / climate resilient development and provide details on the curriculum / course / modules.

Individual	Relevant experience to this EOI

7. Confirm which of the above team members are recent post-doctoral scholars (5-10 years after PhD completion), and/or emerging researchers and supervisors, and/or lecturer or senior lecturer personnel (20% minimum requirement per team)

Individual	Emerging research / lecturing / supervisory status

8. Please list in detail any relevant experience your consortium and its members have in developing climate change curricula within a university setting.

Ensure that you provide enough information on the recipient institutions, date of completion, themes, programme structure, degree level and extent of inter, multi or transdisciplinarity.

Name of curriculum / programme	Details on relevant experience within consortium

9. Please list any existing or partially developed modules / courses / programmes which you are proposing to be customized and included in the SARUA curriculum.

Module / Course / Programme	Details on level and place of delivery

10. Please indicate your relevant experience in leading / contributing to cross-national initiatives / regional collaborative programmes.

Relevant experience in cross-national initiatives and regional programmes

11. Please confirm that you have the capacity within your consortium to develop the three proposed core modules

Proposed three core modules	Capacity (Y/N)
1. Introduction to climate science	
2. Overview of climate change and sustainable development in southern Africa	
3. Research methodology (allow for multi- and/or inter- and/or trans-disciplinary research)	

12. Please propose changes to the core modules / additional modules to be included for development.

Changes / additions proposed to core modules

13. Please list elective modules [maximum 6] you propose to develop for the SARUA programme and which your consortium have the required experience for. Also indicate which of the proposed electives you propose to adapt from an existing programme or curriculum.

Proposed elective modules	Existing (Y/N)
1.	
2.	
3.	
4.	
5.	
6.	

14. Please provide an outline of your proposed curriculum development methodology and approach, keeping in mind a time-period of approximately 12 months for the content development and 6 months for regional capacity building and training [maximum 3 pages].

In the methodology description, also give a preliminary indication of the proposed work allocation between partner universities, in line with the proposed curriculum framework provided in the *EOI Guidelines* document.

Proposed methodology and approach

15. Please indicate your estimated effort to develop the curriculum and courseware as per your methodology and curriculum structure.

This is an estimate only, to be refined during the Invitation to Tender phase, if shortlisted.

Name and title of individual	University / Organisation	Main activities	Envisaged effort (person days)	Indicative day rate (USD) ¹

16. Please indicate whether and how the delivery consortium members intend using the curriculum and courseware once developed.

Proposed use of developed curriculum and courseware

¹ An indicative day rate is the rate for 8 [eight] person hours worked.

17. Please indicate how you propose the delivery consortium will contribute to awareness raising and creating ownership of the regional curriculum and courseware amongst other SADC universities.

Proposed awareness-raising approach

18. Please outline your consortium's proposed training process in the region to teach academic staff how to customize the curriculum and courseware for university application.

Proposed awareness-raising approach

19. Please outline the proposed roll-out process once a curriculum is developed and how your consortium proposes to address SADC country differences in its development process.

Proposed awareness-raising approach

20. Please indicate how you will implement the curriculum and courseware development processes to harness regional development opportunities and support the strengthening of regional capabilities among all institutions.

Proposed contribution to regional development

21. Please indicate how you propose to work together as a multi-country consortium. What technologies and/or mechanisms will you use to maintain contact and ensure sharing of progress and drafts within your team.

Proposed regional collaboration approach

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22. Please indicate your proposed number of (a) virtual and (b) face-to-face meetings required for your consortium to meet and review outputs and progress over a 12 to 18 month development period.

Proposed meeting schedule

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23. By ticking the box you confirm that you have read and understood the publishing strategy for this curriculum and courseware, as outlined in Section 5 of the *EOI Guidelines*.

	YES
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SECTION C: PARTICIPATING UNIVERSITIES

For completion by:

	University Delivery Consortia		External Stakeholders
<input checked="" type="checkbox"/>	Participating Universities		Contributing Individuals

This section is only for completion by universities who wish to submit an official institutional response to participate in the SCIN and receive information on its activities. Individuals who wish to contribute in their personal capacity, must complete Section E.

1. By ticking the box you confirm that the answers provided below have an official endorsement from at least a Dean at your university (as evidenced by the attached Letter of Interest).

	YES
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2. Is your university a SARUA member?

	YES		NO
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3. Please indicate in which capacity you are completing this Application.

Select applicable	Participation options
	a. On behalf of the Vice-Chancellor
	b. On behalf of a Deputy Vice-Chancellor and/or other member of the VC's senior management team
	c. On behalf of a faculty within the university
	d. On behalf of Senate / a Senate committee
	e. On behalf of a specialised centre/ unit / institute within the university
	f. Other (please specify):

For the question below, “university” refers to any of the above categories in Question 3.

4. Please indicate in which ways your university wishes to participate in the SARUA Curriculum Innovation Network. [Tick all the relevant boxes]

Select if interested	Participation options
	a. The university is potentially interested in offering a Master’s Programme in Climate Change and Sustainable Development
	b. The university has an existing programme which can benefit from the availability of additional modules to be developed as part of the SCIN
	c. The university has an existing programme which it wants to make available as input to the delivery consortium
	d. The university is interested in obtaining and customising selected modules to be developed
	e. The university has experts in climate change related disciplines among its faculty staff who can provide input into the development process
	f. The university would be interested in partnering with another university to customise the curriculum and courseware once developed
	g. The university has the internal capacity to customise the curriculum and courseware once developed
	h. The university wants to take part in train-the-trainer type workshops, to show academic staff how to customise and adapt the curriculum and courseware
	i. The university wants to be included in SCIN updates on progress and activities
	j. The university wants to be part of SARUA Leadership Dialogues on curriculum innovation and climate change
	k. The university is willing to make available facilities for hosting of SCIN events and workshops
	l. The university is willing to make available information systems and/or architecture for storage and sharing of SCIN data
	m. The university wishes to sponsor emerging researchers and/or lecturing staff to attend selected curriculum design and review sessions

5. If you answered YES to Questions 3(a)-(c) above, please provide the details of the course coordinator / relevant dean / contact person.

Designated coordinator / dean / contact person for a Master's Programme in Climate Change and Sustainable Development	Name:
	Title:
	Position:
	Department / Unit / Centre:
	Faculty:
	Postal address:
	Email address:
	International Telephone no.:
	International Mobile no.:

6. If you answered YES to Question 3(d) above, please provide more information on the intended use of the courseware / modules.

Intended use of courseware / modules

7. If you answered YES to Questions 3(e)-(j) above, please provide the details of the university experts / contact persons to be included in future updates and communication.

University experts in climate change and climate resilient development and/or contact persons	Name:
	Title:
	Position:
	Department / Unit / Centre:
	Faculty:
	Postal address:
	Email address:
	International Telephone no.:
	International Mobile no.:

University experts in climate change and climate resilient development and/or contact persons	Name:
	Title:
	Position:
	Department / Unit / Centre:
	Faculty:
	Postal address:
	Email address:
	International Telephone no.:
	International Mobile no.:

University experts in climate change and climate resilient development and/or contact persons	Name:
	Title:
	Position:
	Department / Unit / Centre:
	Faculty:
	Postal address:
	Email address:
	International Telephone no.:
	International Mobile no.:

8. If you answered YES to Question 3(k)-(m) above, please provide more information on the proposed contribution (e.g. facilities / technology / resources) you wish to make available to the SCIN.

Proposed contribution to SCIN

- 9. Please share any additional information on your university and its research, teaching and learning strategy as it relates to climate change / climate resilient development / Master's curriculum development.**

University climate change strategy, initiatives and/or programmes

SECTION D: EXTERNAL STAKEHOLDERS

For completion by:

	University Delivery Consortia	<input checked="" type="checkbox"/>	External Stakeholders
	Participating Universities		Contributing Individuals

This section is only for completion by external stakeholders who wish to submit an organisational response to participate in the SCIN. Individuals who wish to contribute in their personal capacity, must complete Section E.

- 1. By ticking the box you confirm that the answers provided below have an official endorsement from a member of the organisation’s senior management team (as evidenced by an attached Letter of Interest).**

	YES
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- 2. Please indicate in which ways your organisation wishes to participate in the SARUA Curriculum Innovation Network. [Tick all the relevant boxes]**

Select if interested	Participation options
	a. The organisation works closely with a university which is interested in offering a Master’s Programme in Climate Change and Sustainable Development
	b. The organisation offers a learning programme which can benefit from the availability of additional modules and/or courseware to be developed as part of the SCIN
	c. The organisation has existing research outputs / learning materials which it wants to make available as input to the delivery consortium
	d. The organisation has experts in climate change related disciplines among its staff who can provide input into the development process
	e. The organisation wants to be included in SCIN updates on progress and communications
	f. The organisations wants to be informed of university Leadership Dialogues on curriculum innovation and climate change
	g. The organisation is willing to make available facilities for hosting of SCIN events and workshops
	h. The organisation is willing to make available information systems and/or architecture for storage and sharing of SCIN data
	i. Other (please specify):

3. Have you participated in any previous SARUA events, workshops or leadership dialogues?

	YES		NO
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If YES, please provide details:

4. If you answered YES to Questions 3(a)-(c) above, please provide the details of the course coordinator / relevant dean at the partner university / contact person.

Designated coordinator / contact person for contributing to a Master's Programme in Climate Change and Sustainable Development	Name:
	Title:
	Position:
	Department / Unit / Centre:
	Faculty (if applicable):
	Postal address:
	Email address:
	International Telephone no.:
	International Mobile no.:

5. If you answered YES to Questions 3(d) above, please provide the details of the experts / contact persons to be included in future updates and communication.

Experts in climate change and climate resilient development and/or contact persons	Name:
	Title:
	Position:
	Department / Unit / Centre:
	Postal address:
	Email address:
	International Telephone no.:
	International Mobile no.:

Experts in climate change and climate resilient development and/or contact persons	Name:
	Title:
	Position:
	Department / Unit / Centre:
	Postal address:
	Email address:
	International Telephone no.:
	International Mobile no.:

Experts in climate change and climate resilient development and/or contact persons	Name:
	Title:
	Position:
	Department / Unit / Centre:
	Postal address:
	Email address:
	International Telephone no.:
	International Mobile no.:

6. If you answered YES to Question 3(g)-(h) above, please provide more information on the proposed contribution (e.g. facilities / technology / resources) you wish to make available to the SCIN.

Proposed contribution to SCIN

- 7. Please share any additional information on your organisation and its research, capacity development and/or teaching strategy as it relates to climate change / climate resilient development / curriculum development.**

Additional organisation information

SECTION E: CONTRIBUTING INDIVIDUALS

For completion by:

	University Delivery Consortia		External Stakeholders
	Participating Universities	<input checked="" type="checkbox"/>	Contributing Individuals

This section is only for completion by individuals who wish to make a contribution in their personal capacity to the SCIN or participate in information exchange and events.

1. By ticking the box you confirm that the answers provided below are in your personal capacity.

	YES
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2. Are you employed or contracted by a SARUA member university?

	YES		NO
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If YES, please provide details:

3. Please indicate in which ways you wish to participate in the SARUA Curriculum Innovation Network. [Tick all the relevant boxes]

Select if interested	Participation options
	a. You have worked / are working closely with a university which might be interested in offering a Master’s Programme in Climate Change and Sustainable Development
	b. You have personal experience in developing Master’s curricula which you wish to share with the SCIN
	c. You have personal experience in climate resilient development research / teaching and learning / community engagement which you wish to share with the SCIN
	d. You want to be included in SCIN updates on progress and communications
	e. You want to receive invitations to SCIN events and fora
	f. Other (please specify):

4. Have you participated in any previous SARUA events, workshops or leadership dialogues?

<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
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If YES, please provide details:

5. Please provide us with a short individual profile on your work experience, expertise and in particular any research, capacity development and/or teaching experience as it relates to climate change / climate resilient development / curriculum development.

Additional organisation information

6. If you answered YES to Question 3(a) – (c) above, please indicate how you propose to contribute to the SCIN.

Proposed individual contribution

7. Please provide the details of any additional individuals you wish to nominate for participation in the SCIN.

Nominated individual for participation in the SCIN	Name:
	Title:
	Position:
	Department / Unit / Centre:
	Faculty (if applicable):
	Postal address:
	Email address:
	International Telephone no.:
	International Mobile no.:

SECTION F: COMPLETION AND SUBMISSION

Once you have completed the relevant sections of this document, please ensure that the following documents are included and submitted with the Application:

- Completed Application Form with Declaration signed;
- If not included in this document, summary CV’s of all proposed team members;
- If not included in this document, an outline of the proposed development methodology and approach;
- For universities submitting on behalf of a proposed delivery consortium, a signed letter of endorsements from the Vice-Chancellor (see template attached);
- For participating universities, a signed letter of interest from at least a Dean of the university (see template attached);
- For external stakeholders, a signed letter of interest from a member of the senior management team (see template attached).

Submitting organisations and individuals are allowed to submit any additional material which they feel will strengthen their application, or provide more information on experience and track record. These should be kept to an absolute minimum and SARUA reserves the right not to consider these in the evaluations process. The minimum information requirements are outlined in this document, accompanied by the *EOI Guidelines* document.

Completed Application Forms must be received by **20 March 2015 at 16h00** Central African Time (CAT). **All submissions must be made electronically, via email.** The onus is on the sending party to confirm receipt by the deadline. Submitting hard copies are optional, and will not be accepted without electronic copies also received by the cut-off time.

EOI Application Forms and supporting documentation must be submitted to the following addresses.

Electronic submissions (compulsory)	Hard copy submissions (in addition, optional)
<p>Via Email: tarirai@sarua.org scin@sarua.org botha@futurelead.co.za phiwokuhle@futurelead.co.za</p>	<p>Via Post: SARUA Curriculum Innovation Network EOI FOR ATTENTION: Botha Kruger Higher Education Management Africa PO Box 2197 BELLVILLE 7535 SOUTH AFRICA</p>

More information on the minimum required information is contained in Sections 3, 4 and 6 of the *EOI Guidelines* document.

ANNEXURE A: TEMPLATE FOR VC'S LETTER OF ENDORSEMENT

Mr Botha Kruger
SCIN Coordinator
Southern African Regional Universities Association
c/o Higher Education Management Africa
PO Box 2917 Bellville
7535

[Date]

Dear Mr Kruger

ENDORSEMENT OF EXPRESSION OF INTEREST SUBMITTED TO SARUA CURRICULUM INNOVATION NETWORK

I hereby endorse the Expression of Interest submitted by [name of university] to the SARUA Curriculum Innovation Network. [Name of university] has put together a team in accordance with the *EOI Guidelines* and will be the lead university in this consortium. All correspondence can be addressed to the Team Coordinator:

[Name of individual]
[Contact details of individual]

Your sincerely,

[Name and Signature]

ANNEXURE B: TEMPLATE FOR DEAN'S LETTER OF INTEREST

Mr Botha Kruger
SCIN Coordinator
Southern African Regional Universities Association
c/o Higher Education Management Africa
PO Box 2917 Bellville
7535

[Date]

Dear Mr Kruger

EXPRESSION OF INTEREST TO PARTICIPATE IN THE SARUA CURRICULUM INNOVATION NETWORK

I hereby support the Expression of Interest submitted by [name of university] to the SARUA Curriculum Innovation Network (SCIN). [Name of university] is interested in participating in the network through information exchange and updates on the proposed Master's curriculum and courseware. All correspondence can be addressed to the following Coordinator:

[Name of individual]

[Contact details of individual]

Your sincerely,

[Name and Signature]

ANNEXURE C: TEMPLATE FOR ORGANISATIONAL LETTER OF INTEREST

Mr Botha Kruger
SCIN Coordinator
Southern African Regional Universities Association
c/o Higher Education Management Africa
PO Box 2917 Bellville
7535

[Date]

Dear Mr Kruger

EXPRESSION OF INTEREST TO PARTICIPATE IN THE SARUA CURRICULUM INNOVATION NETWORK

I hereby support the Expression of Interest submitted by [name of organisation] to the SARUA Curriculum Innovation Network (SCIN). [Name of organisation] is interested in participating in the network through information exchange and updates on the proposed Master's curriculum and courseware. All correspondence can be addressed to the following Coordinator:

[Name of individual]
[Contact details of individual]

Your sincerely,

[Name and Signature]