

Higher Education Institutions Institutional Cooperation Instrument

Call for Applications to the HEI ICI Programme 2020-2024

The Higher Education Institutions Institutional Cooperation Instrument (HEI ICI) 2020-24 supports collaboration projects between higher education institutions (HEIs) in Finland and in developing countries.

The HEI ICI programme is open for higher education partnership proposals. Projects are to be implemented during **1.5.2020-30.4.2024** for a maximum duration of **4 years**.

The project proposed should fall within the prioritized thematic areas, target the selected countries and eligible actions defined in the **HEI ICI programme document 2020-2024** (available on the EDUFI website <http://www.cimo.fi/programmes/hei-ici/to-the-applicant>).

The state aid amounts to a maximum of 80 % of the total project budget and the project-specific aid ranges between 300 000-2.000 000 euro. Projects with state aid over 1.000.000 € are allowed only when several Finnish HEIs are included in the application, as defined in the HEI ICI Programme Document.

The total programme budget to be allocated to the HEI ICI projects amounts to approx. **11,3 million euros**, which results in around 7-20 projects to be selected, depending on the project-specific budget levels.

HOW TO APPLY

Submission

The application process has two phases:

- the Call for Proposals (first stage) and
- the Call for Final Applications (second stage)

The proposals for both Calls are submitted to the EDUFI electronic application tool. The deadline for the first stage Call for Proposals is **23rd August 2019**.

Only shortlisted HEIs are requested to prepare a Final Application. The deadline for the Final Applications is **tentatively 28th February 2020**. The exact date will be provided in the EDUFI website when the decisions on the first Call of Proposals have been made.

Instructions on the technical submission of the proposals are available at the EDUFI website <http://www.cimo.fi/programmes/hei-ici/to-the-applicant>).

Signatures

The Project Proposal/Document is to be signed by the Finnish Coordinator and all the partners, by a person legally entitled to sign on behalf of the Higher Education Institution.

All signatures should preferably be in the same project document but if this is not possible and the signatures are on separate sheets, the project name should be clearly indicated, as well as the date of the proposal, to guarantee that the partners have committed to and approve the very same Project Proposal/Document.

Scanned signatures are accepted.

Agencies to be subcontracted do not have to sign the Project Document.

APPLICATION DOCUMENTS

The applications include the following parts

Call for Proposals – first stage

- An online application
- Attachment: Project Proposal

Call for Final Applications – second stage

- An online application
- Attachments:
 - The Project Document (template in ATTACHMENT 1)
 - The Results Framework (template in ATTACHMENT 2)
 - The Risk Analysis Matrix (template in ATTACHMENT 3)
 - The Work Plan and Budget (templates is ANNEX 4A and 4B)
 - The Key Expert forms (template in ATTACHMENT 5)

The attachment templates are available through the EDUFI HEI ICI website.

<http://www.cimo.fi/programmes/hei-ici/to-the-applicant>

EVALUATION AND SELECTION PROCESS

Call for Proposals – first stage

EDUFI performs the technical eligibility check of the applications, and applications meeting the eligibility criteria will be sent for further qualitative evaluation.

The Project Proposals are then evaluated in three phases. First, external evaluators perform a qualitative evaluation, based on set HEI-ICI Project Proposal evaluation criteria. The applications are assessed by a team of external experts who represent the expertise on universities, result based management and development policy. As a result of the consolidation meeting of the external experts a scoring list of Project Proposals is produced. A project can get maximum 100 points.

Secondly, MFA experts comment on the development policy relevance, complementarity and theory of change of the proposals. The MFA may give maximum 5 additional point for a single project.

Finally, the scoring list is discussed by the Programme Board in a separate selection meeting, using the qualitative external evaluation and the MFA comments as a starting point. The mandate of the Programme Board is to give maximum 5 additional points for a single project.

The Programme Board proposes, how many projects will be shortlisted for the Call for Final Applications (maximum is 20). The MFA decides which applicants at the phase of Project Proposals are selected in the shortlist and included in the Call for Final Applications.

Call for Final Applications targeted to the shortlisted proposals - second stage

EDUFI performs the technical eligibility check of the applications, and applications meeting the eligibility criteria will be sent for further qualitative evaluation.

The applications are assessed by a team of external experts who represent the expertise on universities, results based management and development policy. The assessment process may include an interview session of maximum one hour. The maximum points is 100.

The list is discussed by the Programme Board in a separate selection meeting, using the qualitative assessment of external experts as a starting point. The mandate of the Programme Board is to give maximum 5 additional points for any project.

The MFA makes the final state aid decision within the framework of the appropriations approved by the Finnish Parliament. Decisions are based on the Act on Discretionary Government Transfers (Valtionavustuslaki 688/2001).

EDUFI informs all the applicants of the selection results. After the Finnish HEI has approved the decision about state aid, the project implementation can begin. EDUFI is in charge of administrative procedures including the payment of state aid. State aid is paid into the coordinating Finnish HEI's account.

The following schedule may be changed as needed, the updated schedule will be available on the EDUFI website.

3 April, 2019	Call for Applications opened
23 August, 2019	Deadline for submission of first stage Project Proposals
23 November, 2019	Tentatively: shortlisted projects for the Call for Final Applications have been selected
28 February, 2020	Tentatively: deadline for the submission of Final Applications
15 April, 2020	Tentatively: decision for the projects to be funded
1 May, 2020	Tentatively: projects start when the Finnish HEI has approved the decision of state aid and the period of complaints is over.

PARTNERSHIP, SUBJECT FIELDS, SUPPORTED ACTIVITIES

Information on eligible applicants and partners, eligible target countries, as well as subject fields and activities, can be found in the Programme Document.

BUDGETING AND PAYMENTS TO PROJECTS

Information on budgeting and cost items is found in the Programme Document.

The project-specific payment schedule is based on the available annual financing budgets. This means that the payments are made retrospectively based on the realized costs, and the financing (i.e. billing schedule) is available roughly as follows:

2020	7 %
2021	10 %
2022	20 %
2023	20 %
2024	43 %

CONTACTS

For all enquiries, please contact the HEI ICI team at [heiici\(at\)edufi.fi](mailto:heiici@edufi.fi).