

# HAQAA3

## Dissemination and capacity building projects

### Call for proposals

HAQAA3 is offering grants to implement dissemination and capacity-building projects to strengthen the implementation of the Pan-African Quality Assurance and Accreditation Framework (PAQAF).

The call is open to **graduates** of the **HAQAA3 trainings for internal and external QA**. This is a unique opportunity for the training graduates (HAQAA3 Ambassadors) to implement activities that facilitate the transfer and multiplication of skills and knowledge in their local context, while receiving funding and coaching through the HAQAA3 Initiative.

**Deadline for application:** Wednesday 30 April 2025 (21:59h GMT / 23:59h CEST)

**Start of projects:** 1 August 2025

**End of implementation:** 30 March 2026

This initiative is implemented on behalf of the European and African Union Commissions by:

## INDEX

PART A: GENERAL INFORMATION ABOUT THE HAQAA3 DISSEMINATION PROJECTS .....	3
1. Introduction .....	3
2. General objectives and implementation period .....	3
3. Funding .....	3
4. Eligible target group and applicants .....	4
5. Project areas/themes .....	4
PART B: GUIDELINES FOR FUNDING .....	5
1. Activities .....	5
2. Form of the Grant and funding principles .....	5
2.1 Funding Rules/lump sum breakdown for grants .....	6
2.2 Payment arrangements and reporting .....	7
2.3 Final Payment or Recovery of the Balance .....	8
PART C: PROJECT SUPPORT .....	9
PART D: INFORMATION FOR APPLICANTS .....	10
1. Timeline .....	10
2. How to apply .....	10
3. Selection of dissemination projects .....	11
3.1 Selection criteria .....	11
Annexes: .....	12
PART E: About HAQAA .....	12

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## PART A: GENERAL INFORMATION ABOUT THE HAQAA3 DISSEMINATION PROJECTS

### 1. Introduction

As part of HAQAA3's activities, two trainings for internal and two trainings for external quality assurance have taken place (IQA training in 2024 and EQA training in 2025). HAQAA3 training activities have generated knowledge on the PAQAF and the ASG-QA in particular, as tools for harmonization in the African Higher Education sector.

The present call for proposals is intended to support graduates (HAQAA Ambassadors) of these trainings in 2024 and 2025 to apply and disseminate knowledge gained for the benefit of the wider African HE community, to support the HAQAA Ambassadors in their role as multipliers in higher education management and to promote the sustainability of the HAQAA3 trainings.

Under this HAQAA3 Call for Dissemination and capacity building projects, graduates of the HAQAA3 IQA and EQA trainings are encouraged to submit (preferably joint) project proposals in the field of quality assurance aimed at implementing (training) activities in their home countries targeted at higher education professionals, managers and stakeholders who have not participated in HAQAA3 training courses. A national project can be carried out in a consortium consisting of a maximum of 3 organisations/institutions. However, it must be determined which of the three organisations/institutions is the main responsible applicant (and thus contractual partner) and who is the main project coordinator.

### 2. General objectives and implementation period

The dissemination projects aim:

1. To support the dissemination and multiplication of the outcomes of training activities across the continent, and multiply knowledge on the ASG-QA in particular
2. To encourage collaboration between HAQAA3 training graduates of IQA and EQA training, to further strengthen fruitful interaction of IQA and EQA professionals, as both are critical to vibrant QA systems

The implementation period of the dissemination projects is from 1 August 2025 to 30 March 2026 (and must therefore be carried out within eight months).

### 3. Funding

Each selected project will receive funding from the German Academic Exchange Service / DAAD in the frame of the EU-funded HAQAA3 Initiative. A maximum amount of **10,000 euros per project** can be applied for and approved. A maximum of up to 12 projects can be funded. The contribution of funds/co-funding from supporting national regulatory authorities (QA agencies / commissions / ministries) or Higher Education Institutions is strongly encouraged, but not mandatory.

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#### 4. Eligible target group and applicants

**Target group:** The Call for Proposals is intended only for **HAQAA3 Training graduates** (HAQAA3 participants in EQA training 2025 and IQA training in 2024).

The dissemination projects need to be carried out within eight months at national level, driven by one or several HAQAA3 Training Course graduates. **Joint projects are strongly encouraged** (collaborations between both IQA and EQA training graduates).

**Applicants:** The **applicant** of the project must be an organization/public institution (national QA agency/ministry or university) through which the funding will be channelled. One graduate who successfully completed the HAQAA3 training should be named as **project coordinator**. In the case of joint projects, it must be specified which organization/institution takes overall responsibility for the implementation (in the case of more than one project coordinator). A project can be carried out in a consortium consisting of a maximum of 3 institutions. However, it must be determined which of the three organisations is the main responsible applicant and project coordinator (and thus contractual partner)

The project coordinator will be responsible for organizing all project activities, managing the budget, keeping financial record, and reporting on outcomes and sustainability.

Individual applicants cannot be considered.

#### 5. Project areas/themes

Project proposals should focus on any or several of the following thematic areas:

- The ASG-QA as a tool for institutional self-assessment/preparing for accreditation/strengthening institutional QA
- The ASG-QA as a tool for building national QA systems, in line with continental standards
- The ASG-QA as a tool for self-assessment of QA agencies
- The ASG-QA as a tool to inspire QA reform
- The different tools and action lines of the PAQAF, their implications for the HE sector and their application
- Continental cooperation in quality assurance and accreditation
- Building quality cultures in universities and systems
- mandatory: one dissemination activity about the ASG-QA as a tool to foster and harmonise QA on the continent

More information about previous HAQAA2 dissemination projects is available here: [HAQAA2 Dissemination Projects Site - HAQAA2](#)

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## PART B: GUIDELINES FOR FUNDING

The HAQAA3 dissemination projects funding will cover the costs for implementing the project, which will be carried out by a project coordinator in their home country.

### 1. Activities

The following are some types of activities that can be funded:

- Capacity building/training events and workshops
- Publications/research related to the implementation of the ASG-QA/PAQAF tools and their dissemination/ implementation
- Policy dialogues/round tables and meetings linked to national or regional higher education policy reform, and the place of quality assurance within higher education systems
- Benchmarking exercises between universities or QA agencies, using the ASG-QA
- Aligning national or regional standards and guidelines to the ASG-QA
- **Integral part of the selected activity: dissemination and multiplication about the ASG-QA as a tool to foster and harmonise QA on the continent**

### 2. Form of the Grant and funding principles

The type of grant for the dissemination projects which will be awarded by the German Academic Exchange Service / DAAD in the frame of the EU-funded HAQAA3 Initiative will be a **Lump Sum Grant**.

The total amount of the grant must be divided among the different work packages and stated in the lump sum breakdown. The estimated lump sum breakdown shows the estimated costs per work package to be financed from the grant. The project and each work package must satisfy the principles of economy, efficiency and effectiveness.

One pre-financing payment of 70% of the total grant amount will be transferred to the beneficiary within 30 days from the entry into force of the agreement. The aim of the prefinancing is to provide the beneficiaries with a float.

If it is proven that the work packages have been fully implemented, the DAAD will finance the corresponding costs from EU funds up to the amount of the total grant amount. Lump sums share transfers between work packages are possible via an amendment request to the German Academic Exchange Service / DAAD.

The word "grant" refers to the amount of financing that may be requested from the German Academic Exchange Service / DAAD.

The grant offered by German Academic Exchange Service / DAAD in the frame of the EU-funded HAQAA3 Initiative will never exceed the grant amount requested and will depend on the grant amount

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requested (up to max. 10.000,00 Euro) by the applicant; the eligibility of the work packages and the cost efficiency of the project; and the total budget available for the selected projects.

Selected projects (beneficiaries of funding) have to prove that the project and all **work packages** have been properly implemented, and the **outputs produced**. This means that beneficiaries have a certain flexibility in the management of the funds awarded to cover the costs necessary for the implementation of the project, once the requirements, in terms of work packages and achievements are attained. To prove the implementation of work packages, relevant supporting documents (signature lists of participants, photos, minutes of meetings, presentations, etc.) must be provided. However, no receipts or individual invoices of actual costs incurred are to be submitted.

## 2.1 Funding Rules/lump sum breakdown for grants

The financial support to the Dissemination projects is based on a lump sum breakdown which indicates the amount allocated to each work package.

Projects can incur a variety of costs including staff costs, project management costs, honorarium for experts, travel costs, subsistence costs (costs for accommodation), costs for dissemination of information, publishing, translations – see list below:

Eligible Costs	Rule of allocation	Examples
Staff Costs	Staff performing tasks which are directly necessary to the achievements of the project's objectives	Coordination costs Management Costs Honorarium of experts
Travel Costs	Travel costs from the place of origin to the venue of the activity and return (including visa fee and related obligatory insurance, travel insurance and cancellation costs if justified).  Activities and related travels must be carried out in the countries involved in the project.	Flights Visa fees Travel insurance Testing costs (Covid-19)
Subsistence Costs for accommodation and local transportation	Costs for subsistence, accommodation, local and public transport such as bus and taxi, personal or optional health insurance	Accommodation Local transportation Meals

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Organisation Costs	Costs for organisation of project events.	Venue Catering services Group transportation Workshop/Event materials Interpretation costs
Other Costs	Other Costs that are not included in the previous descriptions	Overheads (up to 5% of the total grant) Software licenses for digital activities (e.g. Zoom or MS Teams) Bank charges Data packages Printing and dissemination costs Cost for translation of publication

**Note: Equipment costs are not eligible under this call for proposals.**

## 2.2 Payment arrangements and reporting

To receive the funding, an official grant agreement needs to be **signed by an authorised person on behalf of the applicant institution** and the German Academic Exchange Service/DAAD. The grant agreement cannot be signed by an individual applicant.

The following payments will be made to the beneficiary:

One pre-financing payment of 70% of the total grant amount will be transferred to the beneficiary within 30 days from the entry into force of the agreement.

The aim of the prefinancing is to provide the beneficiaries with a float. It remains the property of the German Academic Exchange Service / DAAD until the final payment.

Once the project is completed a final technical report with supporting documents must be submitted. The beneficiary must submit this within 30 days following the end of the implementation period. End of the implementation period is 30 March 2026 – deadline for submission of the final technical report 30 April 2026.

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The final technical report must include the following:

- a. an overview of the results and their exploitation and dissemination
- b. the conclusions on the project, and
- c. the impact of the project
- d. supporting documents that prove implementation of each work package as described in the project proposal

### **2.3 Final Payment or Recovery of the Balance**

With the payment of the balance (final payment- up to 30 % of the total grant), the remaining lump-sum shares for the implementation of the work packages carried out in the project are reimbursed. The final payment depends on the actual extent to which the project and its work packages have been implemented. The basis of the assessment of the implementation of the projects is the final technical report and supporting documents.

The final grant amount for the project will be calculated as follows:

The amounts of the lump sum shares for the approved work packages declared by the beneficiary are added together. The grant is reduced for all the work packages that have not been implemented or have not been approved. If a work package is only partially realized, the DAAD will reduce the amount by a proportional amount. This will be documented and communicated with a corresponding justification by the German Academic Exchange Service / DAAD.

If the balance is positive, it will be paid to the beneficiary within 40 days from receiving the final technical report.

If the balance is negative, it will be recovered from the beneficiary.

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## PART C: PROJECT SUPPORT

The following activities are foreseen to support the project coordinators and a successful project implementation:

- Online Kick- Off Meeting with all selected projects and all project coordinators (end of July/beginning of August 2025)
- Face-to face Workshop in Accra, Ghana (beginning of September 2025) (one project coordinator per project)
- Online Checking-In / Follow-up sessions in January 2026
- Wrapping Up: virtual closing/showcase event May/June 2026

The Workshop in Accra will be organised to support the implementation of the projects. English - French translation will be provided. Part of the workshop will be sessions on how to implement the dissemination projects, including didactic/teaching tools for adult education, project/change management and soft skills elements. The workshop will offer hands-on training and collaborative planning and discussions with experts and peers. Furthermore, the workshop will be a platform for project coordinators to present their projects – one project coordinator per project will be invited (travel and accommodation costs are covered by the HAQAA3 Initiative).

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## PART D: INFORMATION FOR APPLICANTS

### 1. Timeline

The deadline for proposal submission is **30 April 2025 at 21:59 GMT / 23:59 CEST**.

**We encourage interested applicants to join a virtual information session on the following dates:**

- English: Tuesday, 11 March from 13 – 14h GMT / 14-15h CET / 17 – 18h EAT Link: [join the meeting](#)
- French: Wednesday, 12 March from 15 - 16h GMT 16-17h CET Link: [join the meeting](#)

The HAQAA3 dissemination projects will start with an online Kick-Off Meeting End of July/beginning of August 2025, followed by a face-to-face workshop in September in Accra, a virtual follow-up meeting in January 2026 and a virtual closing/showcase event in May/June 2026.

The timeline is as follows:

11 March 2025	Online information session in English
12 March 2025	Online information session in French
30 April 2025	Deadline submission
May/June 2025	Selection of projects
1 August 2025	Start Projects
End of July/beginning August 2025 (tbc)	Online Kick-Off Meeting
Beginning September 2025 (tbc)	Workshop in Accra, Ghana
January 2026 (tbc)	Online Checking-In / Follow-Up Sessions
30 March 2026	End of projects
May/June 2026 (tbc)	Virtual closing/showcase event

### 2. How to apply

In order to apply, the applicant must fill out the application form and **upload the required documents online via Lime Suvey** <https://www.daad.de/surveys/788894?lang=en>

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The online application (in English or French) must be submitted until **30 April 2025 at 21:59h GMT / 23:59 h CEST** at the latest.

In order to be considered, **applications must include**

- Online application form (to be filled in online, see viewing sample in Annex 1)
- Lump sum breakdown with overview of indicated and justified costs of each work package (to be uploaded in PDF, see template Annex 2)
- Project activity timeline in PDF
- Curriculum Vitae of the project coordinator in PDF
- Certificate of HAQAA3 IQA or EQA training
- Letter of support with signature and seal from the applicant organisation/institution (signed by an authorised person on behalf of the applicant organisation/institution) (and partner organisation(s)/institution(s) (in case of joint projects) demonstrating strong support for the dissemination project and the responsible project coordinator and making statements on own contributions (if applicable). see template Annex 3)).
- Applicants are welcome to submit additional documents to support their application

***Applications with missing documents will not be considered.*** For any questions concerning the application, kindly contact [haqaa@daad.de](mailto:haqaa@daad.de)

### 3. Selection of dissemination projects

Applications are reviewed on a competitive basis by an expert committee set up by the German Academic Exchange Service / DAAD. Part of the committee are the HAQAA3 implementation consortium (DAAD, ENQA, OBREAL and AAU) and HAQAA3 strategic partners.

#### 3.1 Selection criteria

- Focus on ASG-QA and the PAQAF framework and tools
- Project fulfils a clearly described need at national level
- Either EQA+IQA are both addressed, or one is addressed
- Project is cost effective, well designed and feasible to implement in 8 months
- Sustainability or follow-up measures are addressed
- The coordinator is eligible and demonstrates commitment to the HAQAA Ambassador Network and its goals.
- A plus is given for joint applications (agencies and universities together) and for co-financing by the organisations/institutions

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The selection process will take into account the selection criteria (as outlined above) and will ensure a **regional and linguistic balance**, a balance in addressing IQA and EQA needs as well as gender balance in the project coordination.

The results of the selection will be communicated **end of June 2025**.

## Annexes:

- Annex I: Online Application Form (Viewing Sample) – has to be completed online
- Annex II: Lump Sum breakdown (to be uploaded in PDF)
- Annex III: Letter of support

For further information, please contact the German Academic Exchange Service / DAAD [haqaa@daad.de](mailto:haqaa@daad.de)

## PART E: About HAQAA

“Harmonisation, Quality Assurance and Accreditation in African Higher Education” (HAQAA) is an initiative that has been established to support the development of a harmonised quality assurance and accreditation system at institutional, national, regional, and Pan-African continental level. It is funded by the European Union Commission, in the context of the Africa-EU Strategic Partnership. Phase one (HAQAA1) was implemented from 2015-2018. Phase Two - HAQAA 2 (2019 – 2022), is intended to build upon, upscale and promote the results of HAQAA1.

The general objective of HAQAA3 Initiative is to improve the quality and harmonisation of African higher education and support students’ employability and mobility across the continent. The specific objectives are to further enhance quality assurance culture in higher education institutions and cross-regional coordination and strengthen capacities of quality assurance agencies to implement African Standards and Guidelines for quality assurance (ASG-QA), as well as to strengthen the capacities of the AU in implementing the Pan-African Quality Assurance and Accreditation Framework (PAQAF).

The HAQAA3 Initiative is implemented by OBREAL (Consortium Leader), the Association of African Universities (AAU), the European Association for Quality Assurance in Higher Education (ENQA) and the German Academic Exchange Service (DAAD).

For more information visit the HAQAA3 website: [Home - HAQAA3](#)

More information about previous HAQAA dissemination projects is available here: [HAQAA2 Dissemination Projects Site - HAQAA2](#)

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