



Humanitarian Activities
Committee

IEEE HAC Projects – 2018 Call for Proposals

The IEEE Humanitarian Activities Committee (HAC) is tasked with supporting the IEEE Board-endorsed vision of IEEE volunteers around the world carrying out and/or supporting impactful Humanitarian Activities at the local level – i.e. “feet on the ground.”

IEEE HAC is currently inviting proposals for *Sustainable Development and Humanitarian Technology related projects* aligned with this vision. The committee will review proposals during 2018 and expects to fund a **minimum of 4 – 5 proposals with budgets between US\$20,000 and US\$60,000.**

Proposals that address one or more **UN Sustainable Development Goals (SDGs)** in a major, impactful way will be prioritised for funding - <http://www.un.org/sustainabledevelopment/sustainable-development-goals/>. Proposals should take a holistic, community-based approach taking account of relevant environmental, cultural, socio-economic & infrastructural issues and policy priorities.

Proposals must demonstrate consultation with and a clear understanding of the needs of target communities, and demonstrate a needs’ driven approach to strengthening local capacity through technology deployment.

Proposals requesting a larger budget contribution (US\$40,000 – US\$60,000) will be considered on a case by case basis, based on progress achieved with previous related activities.

Term of funding: Up to 12 months following the award date.

Any proposal which requests (i) funding of less than \$20,000, (ii) is incomplete, (iii) does not have active local community involvement and active “Local” IEEE Volunteer involvement or (iv) for which a completed IEEE HAC Projects Budget Application Form is not submitted will *not* be reviewed. All proposals must disclose if an identical or similar proposal is currently under evaluation for funding elsewhere.

Deadlines:

- ~~Submission deadline for Call 1 is 31 March 2018~~
- Submission deadline for **Call 2** is **30 June 2018**
- Submission deadline for **Call 3** is **01 September 2018**

Eligibility to apply:

- IEEE members in good standing and IEEE organizational units (OUs) are eligible to submit proposals.
- IEEE members may submit a proposal for an external organization with which they are working.
- An IEEE OU must act as a fiscal agent for individual member projects. IEEE financial requirements for funding disbursements will apply.

Attributes of projects considered:

- HAC provides funding to support local IEEE volunteers identifying community challenges in consultation with local stakeholders and providing solutions locally – i.e. “feet on the ground.”
- Projects must articulate the need of a local, underserved community and how and why they will benefit.

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- Active “Local” IEEE Volunteer involvement means that key IEEE members responsible for implementing the project are **currently living** in the country/countries where the project is to take place.
- Project must have active local community involvement including relevant local stakeholder groups.
- Projects are expected to involve multiple complementary activities, (e.g. community building, technology adaptation, deployment, assessment, and so on). Potential impact must be clearly articulated.
- Opportunity and potential for sustainability is a key focus.
- While projects must have some technology component and leverage IEEE’s core competencies, these can be applied to any focus area (e.g. Agriculture, Education, Energy, Healthcare, Water and Sanitation, etc).
- If your proposal is primarily or exclusively focused on education, please engage with EPICS in IEEE (<http://epics.ieee.org>) to evaluate funding opportunities *before* engaging with IEEE HAC Projects.
- If your proposal is primarily or exclusively focused on solar solutions for off-grid communities, please evaluate funding opportunities under IEEE Smart Village (<http://ieee-smart-village.org>) *before* engaging with IEEE HAC Projects. IEEE Smart Village has a strong focus on achieving affordability and sustainability by supporting establishment of locally owned entrepreneurial energy businesses.

Projects NOT considered:

- Projects which do not clearly articulate active community involvement.
- Projects that are *primarily research or commercial in nature or are not focused on addressing local needs*.
- Projects that are focused solely on the development of technology for arbitrary deployment (e.g. building a better water pump for the developing world).
 - Projects that involve adaptation, modification and/or enhancement of a specific technology or technologies to address a specific setting may be considered on a case by case basis.
- Projects focused primarily on immediate disaster relief *or* supplying/distributing existing products.
- Projects with no clearly articulated plan for sustainability.

Eligible Project Costs

The HAC Projects Committee is interested in supporting volunteer projects taking a sustainable, holistic approach to address identified community challenges, working in partnership with local stakeholders.

As the available HAC Projects budget is finite, it is necessary to introduce some priorities and constraints in relation to what can and cannot be funded, to maximize the impact of “feet on the ground activities” by IEEE as well as non-IEEE volunteers both during and after the funded phase of HAC supported projects.

As a result, the HAC Projects Committee is prioritizing supporting *direct project costs*, including necessary equipment, materials, supplies, and travel. No reimbursement of volunteer salaries will be provided.

Reimbursing the salary of anyone contributing to the project must be carefully justified. Associated costs should be clearly explained and *not constitute any more than a minor part of the overall budget proposed*.

No indirect costs will be considered for funding, including but not limited to Overhead Rates, F&A, tuition, administration, management, project management, etc.

Questions

Do you have any questions you wish to ask about the potential suitability of your proposal? If in doubt, please contact HAC at hac-projects@ieee.org before developing and submitting your proposal.

IEEE HAC Projects – 2018 Application Structure and (*Evaluation Criteria*)

1. Proposal Focus (*Quality, Relevance, Alignment to SDGs*)

- a. Need Addressed (Maximum character length – 1,000)
- b. Overall Project Objectives (Maximum character length – 2,000)
- c. Alignment with Objectives of Humanitarian Activities Committee & Sustainable Development Goals (Maximum character length – 500)
- d. Location(s) (Maximum character length – 500)
- e. Is this a new project or a continuation or scaling up of a previous project? (Maximum character length – Maximum character length – 2,000)

2. End-user Engagement (*Quality, Credibility, Local Ownership*)

- a. Beneficiary community (Maximum character length – 2,000)
- b. Community engagement during proposal concept development (Maximum character length – 2,000)
- c. Role of stakeholders in implementation and sustainability (Maximum character length – 2,000)
- d. Participation by IEEE members from intervention country/countries (Maximum character length – 2,000)

3. Expected Impact (*Credibility*)

- a. Impact on target communities (Maximum character length – 2,000)
- b. Dissemination of achievements and lessons learnt (Maximum character length – 500)
- c. Potential for replicating or scaling project outcomes (Maximum character length – 1,000)

4. Project Implementation Plan (*Quality and Credibility*)

- a. Project workplan and milestones (Maximum character length – 3,000)
- b. Proposed technology and relevance to local environment (Maximum character length – 3,000)
- d. Implementing team (Maximum character length – 4,000)
- e. Risk Analysis and Contingency Planning (Maximum character length – 3,000)

5. Requested Funding (*Appropriateness of Proposed Utilisation, Value for Money*)

- a. Budget Justification (Maximum character length – 3,000)

Completed IEEE HAC Projects [Budget Application](#) (*Credibility*)

Appendix: Other Supporting Material (including publications, letters of community support etc)

How to Submit

- Please complete the IEEE HAC Projects Proposal Application and IEEE HAC Projects Budget Application Form (templates provided at <http://bit.ly/2kxfyNN>) and submit via e-mail to HAC at hac-projects@ieee.org [SUBJECT: 2018 IEEE HAC Projects Proposal – Call “x [1 or 2 or 3]” “Name of Proposal”]

Acceptable time frame to utilise funds

- Funds must be expended within a maximum of 12 months from the grant approval date.

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- A progress report must be submitted after six months with a final report submitted with evaluation metrics within 2 months of the end of the project phase supported.