গণপ্রজাতন্ত্রী বাংলাদেশ সরকার
শিক্ষা মন্ত্রণালয়
মাধ্যমিক ও উচ্চ শিক্ষা অধিদপ্তর
টিচিং কোয়ালিটি ইমপ্রুভমেন্ট-২ (টিকিউআই ২) ইন সেকেন্ডারি এডুকেশন প্রজেক্ট
শিক্ষা ভবন (২য় ব্লক), ঢাকা-১০০০।

স্মারক নং- TQI-2/IDF/১৪০/২০১৫/১৪৫ তারিখ : ২৯ ফাল্গুন, ১৪২৩ বঙ্গাব্দ
১৩ মার্চ, ২০১৭ খ্রিস্টাব্দ

বিজ্ঞপ্তি

বিষয়: Innovation and Development Fund (IDF)-এর আওতায় মাধ্যমিক পর্যায়ে শিক্ষণ-শিখন এর মানোন্নয়নের জন্য উদ্ভাবনীমূলক গবেষণা প্রস্তাব আহ্বান।

টিচিং কোয়ালিটি ইমপ্রুভমেন্ট-২ (টিকিউআই-২) ইন সেকেন্ডারি এডুকেশন প্রকল্পের Innovation and Development Fund (IDF)- প্রোগ্রাম এর আওতায় মাধ্যমিক স্তরে শিক্ষণ-শিখনের মানোন্নয়নের লক্ষ্যে উদ্ভাবনীমূলক গবেষণা প্রকল্প প্রস্তাব আহ্বান করা যাচ্ছে। গবেষণা কার্যক্রম পরিচালনার জন্য উক্ত ফান্ড হতে নিম্নোক্ত ছক অনুযায়ী নির্ধারিত হারে অনুদান দেওয়া হবে।

Types of Proposal	Grant Amounts	Number of Projects in each Tier
Tier-1	Upto Tk. 2,00,000	5
Tier-2	Upto Tk. 5,00,000	3
Tier-3	Upto Tk. 10,00,000	2

গবেষণায় এবা নিম্নবর্ণিত ব্যক্তি/প্রতিষ্ঠান আবেদন করতে পারবেন:

মাধ্যমিক পর্যায়ের যে কোনো একক বিদ্যালয়, যুগ্ম বিদ্যালয় (একসাথে অবস্থিত বিদ্যালয়), প্রধান শিক্ষক, শিক্ষক দল, সরকারি শিক্ষক প্রশিক্ষণ কলেজ/প্রতিষ্ঠান ও মাধ্যমিক পর্যায়ে শিক্ষার মানোন্নয়নে নিয়োজিত এনজিও।

আবেদনপত্র ও গবেষণা প্রস্তাবের নির্ধারিত ছকসহ প্রয়োজনীয় তথ্যাদি প্রকল্প কার্যালয়, এইচএসটিটিআই, বিএমটিটিআই, যে কোনো সরকারি টিচার্স ট্রেনিং কলেজ থেকে সংগ্রহ করা যাবে। এছাড়া শিক্ষা মন্ত্রণালয়ের ওয়েবসাইটের নোটিশ কর্নারে (www.moedu.gov.bd) এবং টিকিউআই-২ ওয়েবসাইটে (www.tqi2.org) পাওয়া যাবে।

আগামী ০৯.০৪.২০১৭ তারিখ বিকাল ৫.০০ টা পর্যন্ত নিম্নস্বাক্ষরকারীর ঠিকানায় প্রকল্প প্রস্তাবসহ আবেদনপত্র গ্রহণ করা হবে।

১৩/৩/২০১৭
(মোঃ জাহের উদ্দিন খাঁন)
প্রকল্প পরিচালক (অতিরিক্ত-সচিব)
ফোনঃ ৯৫৬২২২৮

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Innovation and Development Fund
Manual

Teaching Quality Improvement-II (TQI-II) in Secondary Education Project

Project Management Unit

Directorate of Secondary and Higher Education

Ministry of Education

Government of the People's Republic of Bangladesh

March 2017

Acronyms

ADB	Asian Development Bank
CAS	Check Assessed Score (for IDF program)
DEO	District Education Officer
DG	Director General
DSHE	Directorate of Secondary and Higher Education
DPP	Development Project Proposal
GoB	Government of Bangladesh
HSTTI	Higher Secondary Teacher Training Institute
ICT	Information and Communication Technology
IDF	Innovation and Development Fund
IDFC	Innovation and Development Fund Committee
IDFSC	Innovation and Development Fund Sub-Committee
M&E	Monitoring and Evaluation
MOE	Ministry of Education
BMTTI	Bangladesh Madrasah Teachers' Training Institute
NGO	Non Government Organization
PCR	Project Completion Report
PMU	Project Management Unit
PPP	Public Private Partnerships
SMC	School Management Committee
TA	Technical Assistance
TQI- I	Teaching Quality Improvement-I in Secondary Education Project
TQI- II	Teaching Quality Improvement-II in Secondary Education Project
TTC	Teachers' Training College
USEO	Upazila (sub-district) Secondary Education Officer

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I. Background

Innovation as a manifestation of creativity has always been welcome in any area of activity including education since it is the driving force for advancement. Given that education serves as the base for progress of all sectors of society and the economy, provision has been made in government policies, plans and projects for research studies and innovations. The use of flexible funding for innovative, practical and creative programs has proved to be a powerful tool in improving teaching-learning and establishing partnerships between community and government. It contributes greatly to the improvement of both access to and the quality of education.

1. TQI-I

The first phase of the Teaching Quality Improvement in Secondary Education Project (TQI-I) provided for a good number of creative and innovative activities through a system of innovation grants under the Innovation and Development Fund (IDF) program. The IDF was established and made available to support reforms and innovative schemes in teacher education institutions and schools. The components identified remote and underserved areas in which special focus was given for the provision of mobile facilities and outreach services to disadvantaged areas.[1] A brief review of some TQI-I IDF projects is presented in Annex 1.

2. TQI-II

The second phase of the Teaching Quality Improvement in Secondary Education Project (TQI-II) continues with the Innovation Development Fund (IDF) program under the first component of the project entitled "Strengthened Teacher Development and Institutional and Organizational Capacity". The Innovation and Development Fund (IDF) provides an important mechanism to bring about quality improvement in teaching and learning in the secondary education sub-sector. There is considerable flexibility in how this resource may be utilized; i.e., in the nature, scale and scope of activities. Indeed, the activities supported are expected to be selected from proposals submitted by institutional stakeholders of TQI-II which are working to support quality outcomes in secondary schooling.

II. Objectives of the Innovation and Development Fund

The overall and ultimate objective of the program is to improve teaching quality through introducing new, attractive and efficacious ways of teaching and learning. This overall objective includes in its fold the following specific objectives:

i. Support innovative programs based on collaboration between communities, government and civil society, with preference for public private partnerships (PPP)

[1] Government of the People's Republic of Bangladesh, Ministry of Education, Directorate of Secondary and Higher Education, ADB, July 2012, Bangladesh: Teaching Quality Improvement in Secondary Education Project (TQI-SEP) - Project Completion Report, ADB Project No. 5-2531-7040

ii. Encourage development and implementation of creative schemes that focus on improvement of teaching-learning strategies, practices, materials and introduces new approaches to quality education relevant to the local context
iii. Promote creativity of beneficiary groups including students and teachers through supporting innovations that are conceived by them
iv. Continue and/or expand existing innovations (such as Promotion of Science Education)
v. Share and utilize NGO experiences through support for initiatives built upon experiences of NGOs working in secondary education teacher training

III. Eligibility Criteria

1. Criteria for applicants

Applicants for the Innovation and Development Fund (IDF) will include:

- Teacher training institutions: Teacher Training Colleges (TTC), Bangladesh Madrasah Teacher Training Institute (MTTI), Higher Secondary Teacher Training Institutes (HSTTI) and consortia of TTCs and schools
- Reputable and registered NGOs that show evidence of a sound track record towards enhancing the quality of education for secondary schools
- One institution / consortia will submit one application only

2. Beneficiary/target groups of the IDF projects

The possible beneficiary/target groups of the IDF projects can be:

- Teachers' groups including new and serving teachers
- Secondary school students especially those from disadvantaged communities
- Students with learning and physical disabilities
- Secondary school girls
- Out-of-school youth
- School administrators, School Management Committee (SMC) and community members
- Teacher educators

3. IDF ineligible areas

As a general rule, Innovation funds will not be used for activities that support:

- Additional salaries and employment benefits for those already in full time government or other employment
- Existing or ongoing programs that are already sufficiently funded
- Salaries or remunerations for coaching and tutoring of children within the normal formal school system
- Normal school operations and civil works
- Renovation, restoration, rehabilitation
- Projects that promote particular political, philosophical or ideological activities
- Private business or corporate sector

IV. Management of IDF Grants

1. Innovation and Development Fund Committee (IDFC)

An Innovation and Development Fund Committee (IDFC) will be formed at the national level, under the leadership of the Director General (DG) of Directorate of Secondary and Higher Education (DSHE). The constitution of the Committee will be as follows:

Table-1. Innovation and Development Fund Committee (IDFC)

1.	Director General, Directorate of Secondary and Higher Education (DSHE)	Chairperson
2.	Director, Planning and Development (P&D), DSHE	Member
3.	Director (Training), DSHE	Member
4.	Deputy Secretary (Development), MOE	Member
5.	Team Leader, TQI-II	Member
6.	Deputy Team Leader, TQI-II	Member
7.	Deputy Project Director /Assistant Project Director, TQI-II	Member
8.	Project Director, TQI-II	Member-Secretary

The IDF Committee will meet as required to agree policies, assess and review proposals, recommend grants, determine funding allocations for selected innovations and give the final approval. The Committee will also monitor the activities undertaken by the IDF grant recipients.

The Committee may co-opt other members as needed.

2. Innovation and Development Fund Sub-Committee (IDFSC)

The IDFC will nominate an IDF Sub-Committee (IDFSC) which will be responsible for the scrutiny and selection of projects for awarding IDF grants and implementing the action plan for IDF. The IDF Sub-Committee will be headed by the Project Director of TQI-II. The constitution of the IDF sub-Committee wil be as follows:

Table-2. Innovation and Development Fund Sub-Committee (IDFSC)

1.	Project Director TQI-II	Chairperson
2.	Deputy Director/Asst. Director, Planning and Development (P&D), DSHE	Member
3.	Representative from Teachers' Training College (TTC), Dhaka	Member
4.	Deputy Project Director(PMU)/Assistant Project Director (PMU), TQI-II	Member
5.	Concerned International Consultant	Member
6.	Concerned National Consultant	Member
7.	Deputy Project Director(PMU)/Assistant Project Director(PMU), TQI-II	Member Secretary

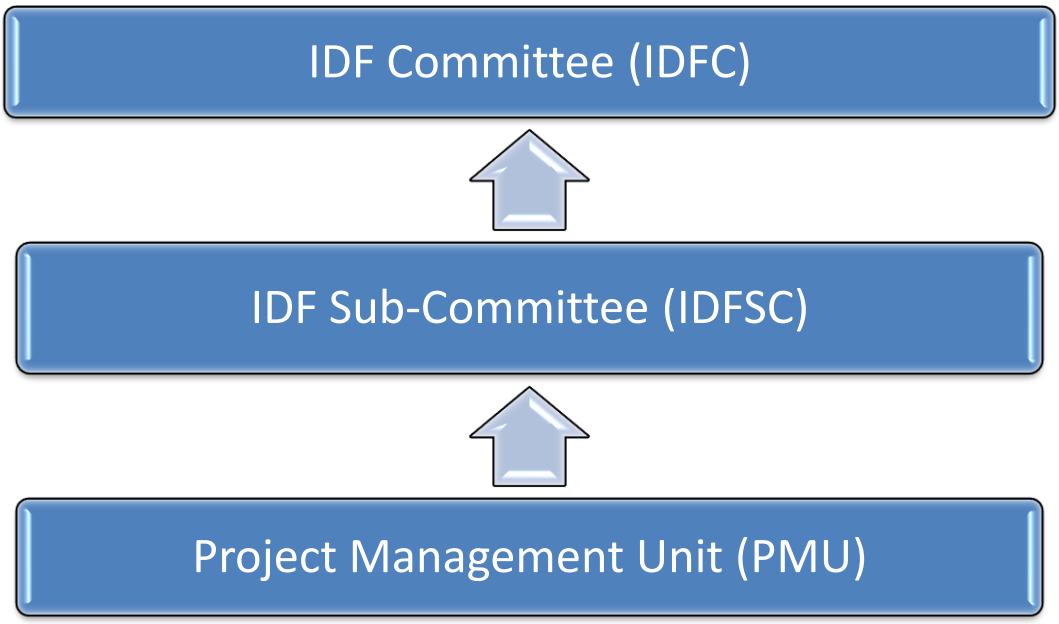
The Sub-Committee may co-opt other members as needed.

3. The Project Management Unit (PMU)

The initial activities for awarding the IDF grants will be done by PMU. The PMU will undertake all necessary activities to utilize the Innovation and Development Fund and execute IDF projects efficiently and effectively. PMU will issue advertisements inviting applications for IDF grants, distribute advertisement materials to concerned institutions, receive applications, log the applications and hand over those to the IDF Sub-Committee.

Diagram-1 presents the flow chart for the management of IDF program

Diagram-1. IDF Management Flow Chart



V. Application Procedures for IDF Proposals

1. Advertisement inviting applications for IDF grants

The PMU will prepare a draft advertisement seeking proposals for innovative activities to be supported by IDF on IDF website, newsletter and public newspapers. Since the fund seeks to support innovative ideas from grass roots implementers, the PMU will arrange for distribution of advertisement materials stating the purpose, scale and scope of IDF grants to the potential institutions.

2. Application procedures

Request for proposals and application forms are distributed to eligible organizations and institutions through Teachers' Training Colleges (TTCs), educational institutions, NGOs, DEOs and Upazila Secondary Education Officers and others. An application format is included in

Annex-2. Applications must be made strictly following the format and must include:

i. A project description, with a detailed plan of action, including a proposed timetable
ii. A detailed statement on the innovations and benefits that will arise from the proposed grant
iii. A statement describing the intended beneficiaries/target group (s) of the grant
iv. The anticipated project outcomes and impact of the proposed initiative
v. A detailed proposed budget
vi. Required signature(s) of the submitting organization(s) and key partner organizations
vii. All organizations should submit formal applications directly to the TQI-II Project Management Unit (PMU), TQI-II, DSHE

3. Innovative nature of proposals

The proposals should attempt to incorporate and address any one or more of the following elements:

i. Innovative in nature which may not otherwise be funded through more formal and traditional channels
ii. Aimed directly at improving the quality of teaching and learning at secondary schools including those in remote and underserved areas
iii. Educationally and technically sound and feasible
iv. Collaborative programs between training institutions and schools
v. Support reforms and innovative schemes for enhanced quality of pre-service and in-service teacher training including school leadership and school-based professional development
vi. Support innovative ideas and programs that develop low-cost teaching aids and learning materials for enhancing participatory teaching and learning
vii. Support the use of media and technology approaches to teaching and learning
viii. Support programs reaching disadvantaged youth (minority communities, out-of-school youth, disabled children and those seeking second chance secondary education) in terms of inclusive education
ix. Support for girls' education
x. Support adolescent nutrition, health and well-being needs
xi. Support enhanced life skills and vocational and employment–oriented skills
xii. Develop in-school strategies for the increased participation, attendance, retention and completion rates and reduced repetition at secondary level
xiii. Other areas that the IDF Selection Committee considers appropriate

VI. Selection Procedures

1. IDF Sub-Committee and the Selection Procedure

The Innovation Fund Sub-Committee constituted at the Directorate of Secondary and Higher Education (DSHE) level, chaired by the Project Director (PD), will:

i. Scrutinize and examine applications received and logged by PMU
- in accordance with the prescribed criteria (set in Section-III of the Manual)
-examine the viability of the proposals and check the information provided in the proposals (pl. see Annex- 4)

ii. Undertake a second review of the primarily selected proposals for evaluation and ranking (pl. see Annex-5 & Annex-6)

iii. The proposals will be ranked separately according to the Tiers (using the same Ranking Form put in Annex- 6) and will be selected based on the following table:

Table-3. Planned Number of Projects in Each Tier

Type of proposals	Grant amounts	Number of projects in each tier	Probable cost (Taka In lac)
(1)	(2)	(3)	(4)
Tier 3	Up to Tk. 1,000,000	Max. 10	100
Tier 2	Up to Tk. 500,000	Max. 10	50
Tier 1	Up to Tk. 200,000	Min. 08	16
		Total	**166**

If after the second advertisement the planned numbers (as mentioned in Column 3) of proposals are not available in any one of the tiers, the unused fund may be utilized for the recommended projects of the other two tiers proportionately.

iv. Based on the ranking, prepare a recommended list of proposals for consideration by the IDFC. No proposal scoring less than 60 will be recommended.

v. Decisions on the award of IDF grants by the IDFC will be final.

vi. The IDF Sub-Committee will meet quarterly to review applications.

vii. Accurate minutes of the selection and funding decisions will be kept for each meeting.

Details of the above steps are provided below.

2. Administrative check

This step will involve the IDFSC for checking compliance of each application with submission requirements. Any application not meeting these requirements will be set aside and returned to the applicant with a noncompliance note. Provided time permits, such applicants may review, rewrite and resubmit applications. Resubmitted applications will be considered in the same way as new applications.

3. The first review of applications to see if basic criteria is met

IDFSC reviews applications against a checklist (Annex-4) to ensure their completeness and adherence to application guidelines (appended in Annex-1) and Eligibility Criteria (set in Section-III of this Manual). Thus a first set of primarily selected applications will be at hand.

4. The second review of eligible applications

Grants will be awarded depending on the merit of the proposals, the availability of the budget, and the recommendations made by the IDFSC . The second review, done against an Evaluation Check List

(see Annex-5) assesses each primarily selected proposal on set items. An assessment sheet will be attached to each application and assigned scores and comments will be recorded on this sheet. All IDFSC members involved in the assessment will sign the completed assessment sheet.

5. Ranking of projects and selection decision

Based on the Check Assessed Score (CAS), The IDFSC will rank the projects and shortlist them (pl. see Annex- 6). Projects will be placed by type into one of two selection categories: ‘ Recommended for Support’ and ‘Not Recommended for Support’. The scores will be recorded in an IDF register in 2 columns: ‘Recommended’ and ‘Not Recommended’, and also show funding levels against the recommended ones. The IDF Sub-Committee will prepare a recommended list of selected projects and submit to the IDF Committee for approval.

6. Approval by IDF Committee

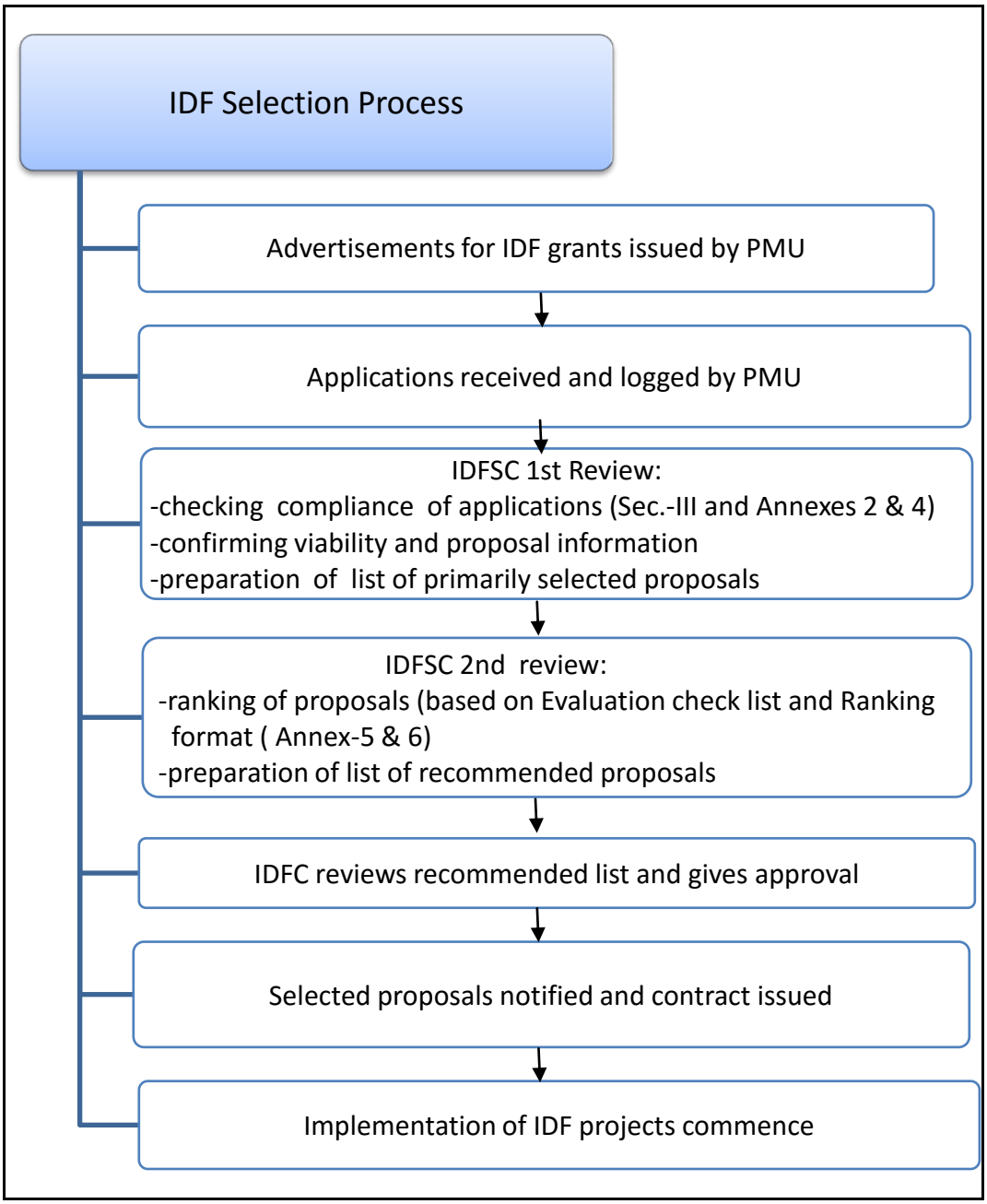
On receipt of the recommended list, IDF Committee will review the recommended proposals and give the necessary approval.

7. Notification of applicants

All selected and not selected applicants will be notified as soon as possible (or within 1 week) using standard forms. Selected applicants will be invited to sign contracts.

8. IDF Selection Process Flow Chart

Diagram 2. IDF Selection Process Flow Chart



9. Contract

After finalization of decisions on the award of grants by the IDF Committee, the applicants of the selected projects will enter into a contract with the Director General of DSHE which will stipulate the terms and conditions of operations and obligations. A draft (sample) Contract Format is appended in Annex-7.

10. Confidentiality agreements

The final report from an IDF Grant recipient will remain the property of the Government of Bangladesh and the contents and findings of the reports must remain confidential and may not be disclosed or made public unless agreed by the Government of Bangladesh (GoB). Access to the project work during the implementation of an Innovation Grant, and the associated documentation, must be made available at any time to appropriate PMU officers on request.

11. Appeals procedure

Complaints made by an unsuccessful applicant will be reviewed by the IDF Committee to ascertain whether the IDF Sub-Committee has acted in accordance with the guidelines. In this regard, the decision of the IDF Committee will be final.

VII. Funding and Disbursement of Funds

1. Project types and fund amount

Projects under IDF are classified as Tier 1, Tier 2 and Tier 3 based on the amount of money to be allocated for the project. Financing of all proposals will be in accordance with the signed contract between the selected applicant and TQI-II/DSHE. Typically the selected applicant will receive a lump sum (as first installment) on contract signing and further lump sum payments on positive evaluation of the progress of the project. All these will be set out in a schedule of payments included in the contract. The sum of money available to support the Innovation and Development Fund will be allocated over the two financial years: 2014-15 and 2015-16 (pls. see Section IX-IDF Implementation Timeline). Three types of funding will be made available, depending on the total amounts available under the project.

Table- 4. DPP Proposed Amounts for Tiers of IDF Grants and Revised Recommendations

Type of proposals	Amount to be granted as per DPP	Recommendation for revised grant amounts
Tier 1	Up to Tk. 50,000	Up to Tk. 200,000
Tier 2	Up to Tk. 300,000	Up to Tk. 500,000
Tier 3	Up to Tk.1,000,000	Up to Tk. 1,000,000
Implementation time period is 12 months for all projects Project completion report (PCR) due in 12th month		

2. Funds Disbursement Procedure

Disbursement of IDF grants will be done according to the following sequence:

- The selected Project will get an advance upon contract signing, up to 50% of the approved budget for each project

- Balance of funds will be disbursed upon receipt of the mid-term report and a monitoring visit by PMU
- All payments will be made by cheque payable to a bank account opened in the name of the project
- Awardees must maintain proper account of the allocated fund. Expenditures should be made following the Public Procurement Rules, 2008 (PPR-2008).
- Accounts will be audited by the Finance Section of the PMU after 6 months of the implementation
- The final project completion report / progress report will be submitted in the final month of the project which will contain outputs, outcomes and impact.

VIII. Reporting and Monitoring

1. Progress report and Project Completion Report (PCR)

The respective Teachers' Training Colleges and Higher Secondary Teachers Training Institutes/other concerned institutions will closely monitor the IDF projects which they are implementing. A midterm progress report for each current IDF project will be prepared and submitted by the recipient of the IDF grant to the PMU in a format to be developed in association with M&E consultants of TQI-II. The PMU will prepare a consolidated report for each quarterly meeting of the IDF Sub-Committee. The quarterly reports will be reviewed by the Sub-Committee which will make decisions about the continuation, suspension or cancellation of specific projects, depending on their progress and success. The IDF Sub-committee may also request the PMU to gather further information, where necessary, to assist with evaluating and reviewing individual projects, and to assess whether they are meeting the specified, and agreed, measurable indicators. A final report will be submitted in the month after the IDF project officially ends (pl. see Annex -8)

2. Monitoring checklist and field level monitoring by PMU

Besides the progress report, there will be field visits by PMU personnel to observe and monitor the IDF grants projects against a pre-determined check list, after six months for each project. These monitors will check the compliance of the project against approved activities. The PMU personnel will also conduct post-procurement spot or random check of the projects to assess whether procurement was done in accordance with the Public Procurement Rules, 2008.

Subsequent payments for the IDF grant will be released based on satisfactory reports from the monitoring team.

IX. IDF Implementation Timeline (Tentative)

Time Period	Activity
January 2015 1st week	Formation of IDF Committee (IDFC)
3rd week	1st Meeting of IDFC -appointment of IDF Sub-Committee (IDFSC)
4th week	Development of initial IDF Action Plan
February 2015 1st week	Finalization of IDF Action Plan
2nd week	Development of publicity materials and application/selection/notification/contract processes and documents, financial guidelines, etc. by PMU
4th week	2nd Meeting of IDFC -approval of all IDF related materials
Allocation process for 2014-15	
March 2015 1st week	Advertisements issued and distribution of application materials to concerned institutions by PMU
4th week	Submission of proposals and logging of each one received by PMU
April 2015 1st week	1st Meeting of IDFSC for Review-1 of proposals
2nd week	2nd Meeting of IDFSC for Review- 2 of proposals and preparing a recommended list
3rd week	3rd meeting of IDFC to review the recommended list of proposals and make final decisions
May 2015 1st week	Orientation discussions with selected applicants and start up preparation
2nd week	Contract signed and up to 50% of allocations released Start IDF project implementation
November 2015	
2nd week	Submission of mid-term Progress Reports by the respective Organizations/consortia -Monitoring visits by PMU

4th week	Release of balance payment based on midterm report and monitoring visit results
May 2016 2nd week to 4th week	Submission of project completion reports
Allocation process for 2016-2017/2017-2018	
March 2017 3rd week	Advertisements issued and distribution of application materials to concerned institutions by PMU
2nd Week of April 2017	Submission of proposals and logging of each one received by PMU
April 2017 3rd week	1st Meeting of IDFSC for Review-1 of proposals
4th week	2nd Meeting of IDFSC for Review- 2 of proposals and preparing a recommended list
May 2017 , 1st week	1st meeting of IDFC to review the recommended list of proposals and make final decisions
May 2017 3rd week	Orientation discussions with selected applicants and start up preparation
4th week	Contract signed and up to 50% of allocations released -Start IDF project implementation
November 2017	
1st week	Submission of mid-term Progress Reports by the respective Organizations/consortia
2nd to 3rd week	Monitoring visits by PMU
December 2017 1st week	Release of balance payment based on midterm report and monitoring visit results
May 2018 2nd week to 4th week	Submission of project completion reports

Annex-1

Some IDF Projects Completed Under TQI-I

Under TQI-I, 129 projects were approved and completed. The IDF funded projects included: Low-cost No-cost Science Teaching Aid Project, Cluster Center Schools Program; Mobile ICT Vans Program; M-Learning; Computer Aided Learning (CAL); Development of Digital Content etc.

Focus Group Discussions found that IDF activities:

(1) Improved TTC capacity to support outreach activities
(2) Had a positive impact on teaching quality demonstrated through higher student achievements

One of the more widely disseminated IDF projects was on participatory classroom approaches and the key findings were:[2]

(1) Extending each class period for effective implementation of the participatory approach
(2) Starting classes full scale from the first day of school
(3) Providing textbooks from the first day of school
(4) Separating curriculum documents on the basis of subjects so that teachers can use them easily
(5) Increasing and decreasing textbook volume to make them reasonably similar

Some other areas for further research were also suggested in the dissemination workshop including participatory approaches at the secondary level, teachers' educational background and the subject they teach, class load and teachers' attitudes towards stop gap classes, teachers' and students' perceptions about functioning libraries, and the use of laboratories in school.

Another interesting project was the Education Information Dissemination E-Network (EDEN) Project implemented by a number of schools in Jessore.[3] The project's objective was to make internet popular amongst secondary school teachers to keep them updated on recent information and open the possibility for sharing teacher and student information nationally.

A remarkable project was Low-cost No-cost Science Teaching Aids project implemented by Teacher Training College, Rangpur. The project was at first implemented in one upazila (sub-district). Based on the success, a following project was approved to cover two other upazilas. The achievements of the project were:

(1) Generated interest among students in science subjects
(2) Under the guidance of the IDF project implementing team, teachers and students, through collaborative arrangements, developed teaching aids by utilizing locally available materials which were used in conducting science classes

[2] Sheikh ShabazRiad and RanjitPodder, March 2014, Secondary Class Routine: Expectations and Challenges
[3] Teachers' Training College, Jessore, 2008, Education Information Dissemination E-Network (EDEN) Project, IDF application

(3) Teachers were motivated to conduct practical classes regularly
(4) Schools organized science fairs which created enthusiasm in school communities about science education
(5) In the project upazilas, enrolment in science groups substantially increased.

Annex-2

IDF Application

TQI – Innovation and Development Fund Application

Application Guidelines

1. All sections of the application form must be completed for the proposal to be considered. Appendices and attachments should not be included
2. Applications must be signed by all partners in the project
3. Proposals may be submitted by sending 4 copies with a covering letter and proposal in hard copy OR a single electronic version to: TQI-II Project Management Unit, DSHE, Ministry of Education
4. Proposals must be submitted in Word format 11 font, in Bangla or English, with a maximum of 6 pages
5. Late applications must NOT be submitted and will NOT be received
6. Submissions of the same project presented by different applicants will be rejected

Application Format

Application for Tier ___ (1, 2 or 3) Support (Taka _____)	
Name of submitting lead organization or individual	
Name(s) of partner organizations	
Contact address	
Street	
Upazila	
District	
Postal code	
Telephone	
Mobile telephone	
Fax	
Email	
Description of organizations affiliated with the project proposal (Add maximum 1/2 page as **Annex 1** if needed)	
Legal status	
Year established	
Mandate	
No of staff members	

Capacity of staff members	
Organizational structure	
Financial equity	
Current source of funding	
Equipment and furnishing	
Experience in last 10 years in implementing similar projects	
Relationship among partner Organizations	
Title of proposed project	
Project description	
Purpose	
Objective	
Demonstrated need in the community	
Intended outcomes	
Beneficiaries	
Relationship to your organization's mandate	
Description of the innovative and creative aspects (Add maximum 1 & 1/2 pages as **Annex 2** if needed)	
Project impact (Add maximum 1/2 page as **Annex 3** if needed)	
Project work plan and time table for activities on an annual basis (Add maximum 1/2 page as **Annex 4** if needed)	
Strategies for community involvement and for ensuring sustainability and viability after the project period (Add maximum 1/2 page as **Annex 5** if needed)	

Budget breakdown	Description	Unit price	Price
Equipment (list)			
Furniture (list)			
Consumables / materials			
Services			
Printing / duplication			
Transportation			
Meetings (indicate number)			

Other expenses			
Total			

Signatures of project applicant(s)			
Name	Designation	Signature	Date

TQI II office use			
Project Ref. #			
Received by			
Name	Designation	Signature	Date
IDFSC Initial Quality Assessment			
Name	Designation	Signature	Date
Score			
IDFSC Group Check Quality Assessment			
Name	Designation	Signature	Date
Score			

Annex-3

IDF - Log Book Sample

Date Received	Project Ref.#	Project name	Submitting organization	Budget (Total)	Tier 1	Tier 2	Tier 3	Initial

Received by:

Name:

Designation:

Signature:

Date:

Annex-4

IDF Sub-Committee: 1st Review of Applications Received

Check list

Date reviewed:	
Project Ref. #	
Project name:	
Criteria:	
Eligibility (as per the IDF Manual)	
Application form completed properly	
Costed, detailed budget within parameters	
Sound and viable track record of submitting organization(s)	
Description of organization(s)	
Project description complete	
Impact statement	
Work Plan and Timetable	
Strategies for community involvement	
Sustainability, viability statement	
Project information found correct	
Signatures affixed	

Please provide the Committee's observations and remarks below

- Proposal must be rejected if it does not receive checkmarks against each item
- Please provide the Committee's observations and remarks below:

If rejected, reason for rejection:

Name of IDF Sub Committee member _____

Signature of IDF Sub Committee member _____

Annex-5

IDF Sub-Committee: 2nd Review of Applications Received

Evaluation Check List

Date reviewed				
Project Ref. #				
Project name				
Contact person				
Contact Address				
Evaluation section	Criteria	Possible score	Actual score	Remarks
1. Organization background and experience	Demonstrated experience in secondary education Track record in project implementation	05		
2. Organizational resources	Sufficient staff and financial resources	05		
3. Project description				
3.1 Objectives	Clearly defined	10		
3.2 Need assessment	Substantiated	05		
3.3 Outcomes	Within parameters	10		
3.4 Beneficiaries	Within defines target groups	05		
3.5 Innovation	Degree of innovation	15		
4. Project Impact	Realistic Measurable	05		
5. Work plan and time lines	Practical and doable	15		
6. Strategies for community involvement	Clearly defined	05		
7. Sustainability and viability	Clearly defined, practical and doable	05		
8. Budget	Detailed Realistic	10		
9. Contributes to TQI II objectives	Yes (contributes or very closely contributes to TQI II) No	05		
Total		**100**		

IDF Sub Committee members:

Name _____ Signature _____

Name _____ Signature _____

Name _____ Signature _____

Annex-6

IDF Sub-Committee: Ranking Form

Ranking	Score	Ref #	Project name	Organization / Institution	Verification required (Yes / No)

IDF Sub Committee members:

Name _____ Signature with date_____

Name _____Signature with date _____

Name _____Signature with date_____

Annex-7

Sample (draft) Contract Format for Organizations/Consortia

IDF contract
Project Management Unit TQI-II
Directorate of Secondary and Higher Education
Ministry of Education

The following is a contract between (name of organisation / institution and the Project Management Unit (PMU) to undertake the work presented in the attached organizational / institutional application for the time period of 12 months starting from the date of the contract.

The recipient agrees to submit a Mid-term Report in the 6th month and a Project Completion Report in the 12th month of the project.

The recipient also agrees to present the findings of their project at a dissemination workshop within 6 months of the end of the project, if called upon to do so.

On behalf of organization / consortia of institutions

Signature_____

Name of organizational representative_____

Designation_____

Organization_____

Address_____

Telephone_____ Email_____

On behalf of the Project Management Unit, TQI-II

Signature_____

Name of PMU representative_____

Designation_____

Telephone_____ Email_____

Annex-8

Format for Midterm and Project Completion Reports

A	**Title of Project**	
	Progress Report □ Mid-term □ Project Completion	
	Date submitted	
	Name of submitting lead organisation or individual	
	Name(s) of partner organizations	
	Upazila of project	
	District of project	
B	**Project progress**	**Use additional space as needed with number of answer specified**
1	How far has the **purpose** of the project been achieved	
2	How far has the **objective** of the project been achieved	
3	How far had the **demonstrated need in the community** been met	
4	What are the **intended outcomes** thus far	
5	How many and what types of **beneficiaries** are being served	
6	Describe how the **innovative and creative aspects** of the project are being achieved	
7	Describe the **project impact** thus far	
8	Please specify any areas where the project is proceeding slower than its time line	
9	Please comment on the strategies for community involvement and for ensuring sustainability and viability after the project period	

Budgetary progress	**Original budget**	**Expended**	**Balance**
Equipment (list)			
Furniture (list)			
Consumables / materials			
Services			
Printing / duplication			
Transportation			
Meetings (indicate number)			
Other expenses			
Total			

Signatures of persons who prepared the project progress report			
Name	Designation	Signature	Date

TQI II office use			
Project Ref. #			
Received by			
Name	Designation	Signature	Date
IDFSC Initial Review of the progress report			
Name	Designation	Signature	Date
IDFSC group check of progress report			
Name	Designation	Signature	Date
Comments			
□ Project progress satisfactory □ Project progress better than satisfactory □ Progress unsatisfactory			