



Pakistan Educational Leadership Institute
Plymouth State University
PELI-PSU

REQUEST FOR PROPOSALS

For Alumni Workshops

APRIL 2010



Introduction:

We are pleased to announce a Request for Proposals for Professional Development/Training Workshops.

This Request for Proposals is open to all PELI-PSU Alums from the cohorts of 2008 and 2009. In some instances, the Alums institutions will be requested to play a key role. The grant money of \$ 900 for each accepted proposal is from the funding of US Department of State, Bureau of Educational and Cultural Affairs.

We are requesting proposals for holding Professional Development Workshops on any of the themes/ topics/ subject areas listed in the brochure. These same themes have been the primary focus of most PELI programs. There is a great need for professional development opportunities for educators. We would therefore strongly urge you to participate in this process by developing a proposal best suited to the needs of your area and your own expertise.

You can make a difference, and we are happy to facilitate you in this process of learning and teaching!

Guidelines and Deadlines PELI-PSU Proposals

Submission Process

- Proposals may be submitted on-line to ayesha.fazal@gmail.com or sabalatif.ita@gmail.com, or sent via post to House 11, Street 38, Sector F-6/1, Islamabad
- The proposals should reach us latest by **3rd May 2010**.
- The ITA-IPL team will send back feedback to help you improve your proposals so you have a better chance of being accepted, by **5th May**. You must send the final modified proposals latest by **8th May**
- Due to the nature of the grant, the implementation of the training workshops should be completed latest by the **31st of June**. Therefore, we would urge you to submit your proposals in time, as we will not be able to entertain any requests for extensions in deadlines.
- All queries regarding the proposal writing, submission and selection process may be addressed to Ayesha Fazal, Email: ayesha.fazal@gmail.com, 051-9244159, 051-2824838.

Proposal Content/ Training Design

- All heads under the template must be filled accurately and in depth. If the Alums wish to add a heading, they may do that.
- The proposed trainings may be subject-based (English, Math, Science,

Social Studies), or have a thematic focus on the following topics:

- a) Environment Preservation & Stewardship
 - b) Preservation of cultural heritage
 - c) Peace building and conflict resolution
- Alumni do have the option to merge themes/ subject areas to make their training design more powerful
 - Alumni have the option to work individually or as groups. They are encouraged to partner with Alums from other cohorts (PELI 2004-2007) the If they choose to work as groups they are requested to clearly designate roles and responsibilities
 - Alumni have the option to:
 - a) Act as trainers themselves.
 - b) They are also encouraged to reach out to other PELI Alums as Resource Persons. This will create learning opportunities for both the Alums and the trainees and strengthen alumni networks.
 - c) They may also invite Resource Persons from other networks such as SPELT, PTAN, IPL, Hisaar Foundation, Heritage Foundation, CCE or any other Resource Persons who they feel have the required expertise.
 - Alumni may propose one training ; they are also encouraged to plan cyclical training sessions, for example they can plan for 3 sessions to be held at regular intervals, preferably with the same group of trainees, if possible.

Template for Alumni Workshop PELI PSU Proposals

Cover Page

PELI-PSU Proposal

Name:

Organization:

Designation:

Email:

Phone Number:

Address

Introduction

- Project Title
- Key theme(s)
- Rationale/Need (What are the needs and how were the determined?)
- Objectives (for example, to train 40 teachers)
- Expected Outcomes (for example how will the training of 40 teachers impact the teachers, their students, school management, community, student learning, treatment of environment etc)
- Suggested venue(s) for implementation

Implementation

- Trainees: Beneficiary profile and selection criteria
- Alum Profile: Implementer's/Alum's strengths for such a project (Qualification, previous experience, personal research and initiative, support from networks and employer)
- Lessons from MAP: How are you incorporating the lessons you learned during MAP implementation in this project design? How are you modifying your project, which aspects worked well previously that you are including again?
- Methodology: Methodology to be used (Please be very specific)
- Materials required (Please be very specific)
- Feedback protocols
- Follow-up and monitoring protocols: How will you ensure that your training has been absorbed and is being applied by the trainees.
- Individual Roles: In case of a group proposal, a clear description of the role of each group member and how each group member is important for this project.
- Timelines- suggested dates for the beginning and end of each phase of implementation

Budget

- A detailed break-up of what will the funding be spent on, for example learning materials, stationery, resource persons, transportation, refreshments. It is expected that the venue will be provided free of cost

Criteria for Selection

- 1) There is provision for 10 proposals to be accepted. Our preference would be to give representation to all parts of Pakistan, with 1 grant awarded to our alum from AJK, 1 to FATA, 2 each for alums from Punjab, Sindh, Baluchistan and Khyber Pakhtoonkhwa. However, the grant will be awarded based on merit and only those proposals which meet the selection criteria will be accepted.
- 2) Clear and specific information under each head. We urge you to please be very careful about this. For example, under 'Project Title' if you write 'Creating Awareness about the Environment', that really doesn't clarify your specific focus area. Which aspect of environment are you looking at? Is For example, is it recycling organic waste? Recycling plastic? Or both? Is it water conservation? Plantation or energy conservation? You need to tell us which of these you are dealing with in your project. The same goes for other headings: Give very specific information for each.
- 3) Information on the Training Needs Analysis informing this project should be complete
- 4) Optimum utilization of the budget to achieve the training objectives and very minimal administrative costs .

Idara-e-Taleem-o-Aagahi (ITA) H # 11, St. # 38, F-6/1, Islamabad

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