



Humanitarian Activities Committee

IEEE HAC Projects – 2020 Call for Proposals

The IEEE Humanitarian Activities Committee (HAC) provides a suite of resources that inspire and enable IEEE volunteers around the world to carry out and support impactful humanitarian technology and sustainable development activities at the local level. One mechanism for this is the funding of such projects.

HAC Projects funding enables IEEE members and organizational units (OUs) to accomplish one or more of the following strategic priorities through projects around the world:

- Scale up proven IEEE Special Interest Group on Humanitarian Technology (SIGHT) or other IEEE humanitarian technology and sustainable development projects;
- Provide IEEE’s technical expertise to well-vetted external humanitarian/sustainable development organizations for a specific project;
- Collaborate across IEEE OUs and/or IEEE programs to undertake major humanitarian technology and sustainable development projects.

In 2020, HAC Projects will prioritize well-developed, impactful proposals that have strong connections with local IEEE OUs and that engage a significant¹ number of IEEE members. For that reason, HAC highly recommends project teams join or form a local IEEE SIGHT group (which has a built-in relationship with the local IEEE OU), if they are not already part of one.

Teams must have the combined technical and other expertise to credibly execute the project. If teams are new to the technology, community, and/or developmental goals, they are encouraged to run a smaller dollar value pilot, which can be done through a program such as IEEE SIGHT. SIGHT can be the first level of funding, and HAC Projects funding can follow on.

The committee will review proposals **with budgets between US\$20,000 and US\$60,000**. *Proposals requesting a larger budget contribution (US\$40,000 – US\$60,000) must submit evidence of progress achieved with previous humanitarian technology and sustainable development-related activities. Proposals will be given special consideration if a) they are subsequent stages of projects previously funded by HAC and b) have undergone full interim and post-project review by HAC. These projects will be eligible for fast-track review for the potential second and third year of funding. Beyond three years of funding, HAC would highly recommend and support (including, but not limited to, publicity assistance) the project team to seek outside funding.*

¹ “Significant” will depend on the scope of the project. Project teams should make a concerted effort to involve as many IEEE members as appropriate for the project. Proposals with limited involvement of active IEEE members, for example, only one or two individuals, will have lower priority.

Proposals should address one or more [UN Sustainable Development Goals \(SDGs\)](#) in a major, impactful way and take a holistic, community-based approach taking into account relevant environmental, cultural, socio-economic & infrastructural issues, and policy priorities.

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

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

All projects that involve children must follow [IEEE Guidelines for Working with Children](#). Any HAC Project funding will be contingent on policy compliance.

Attributes of projects considered:

- HAC provides funding to support local IEEE volunteers who have identified community challenges in consultation with local stakeholders and are 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.
- 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.
- Projects must have active local community involvement including relevant stakeholder groups.
- Projects are expected to involve multiple complementary activities, (e.g., community building, technology adaptation, deployment, training, assessment, and so on). Potential impact must be clearly articulated.
- Projects must be designed for sustainability. The description of the mechanisms for sustainability will be a key evaluation criteria. Opportunity and potential for scaling will also be considered.
- Proposals must clearly articulate the impact of the project and how it will be measured.
- 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).

Projects NOT considered:

- Projects which do not clearly articulate active community involvement - that is community involvement in the needs analysis, development, and execution of the project.
- 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 or impact measurement.
- Projects in which travel comprises more than 25% of the budget.

Any proposal which requests (i) funding of less than \$20,000², (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:

- Call 1: 02 March 2020
- Call 2: 01 June 2020
- Call 3: 07 September ONLY IF FUNDS REMAIN

Eligibility to apply:

- IEEE members in good standing and IEEE organizational units (OUs) are eligible to submit proposals. Projects that primarily involve student members must have a higher grade IEEE member as project lead who must justify continuity after student turnover.
- An IEEE OU - preferably the local Section - must act as the fiscal agent. Applicants must discuss this with the OU Treasurer prior to proposal submission. IEEE financial requirements for funding disbursements will apply. Please see [IEEE FOM 2.E - IEEE Unit Reporting](#) (Including, but not limited to, Societies, Technical Councils, Geographic Units, and Conferences).
- IEEE HAC is subject to the full range of U.S. economic sanctions and export control laws, and complies with all applicable regulations. Because U.S. economic sanctions and export controls are subject to frequent change, please review the U.S. Department of the Treasury’s Office of Foreign Assets Control’s [Sanctions list](#) to determine if your country can receive funding or contact hac-projects@ieee.org with any questions before applying.

Eligible Project Costs

The HAC Projects Committee is interested in supporting volunteer projects taking a sustainable, measurable, 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 prioritizes support of *direct project costs*, including necessary equipment, materials, supplies, and travel. Travel expenses must comply with [IEEE Travel and Expense Reimbursement Guidelines](#).

No reimbursement of volunteer salaries will be provided. Reimbursing the salary of anyone contributing to the project must be carefully justified. Associated salary 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 expenses, Facilities & Administrative (F&A) costs, tuition, etc. Administrative, management, and project management costs *may* be considered, but they must be clearly justified.

² Projects under this threshold may apply for SIGHT Project funding, if proposed by a SIGHT group.

Please discuss in advance with the IEEE OU that will be your fiscal intermediary (generally the local Section) if there are any mandatory **bank fees** that are incurred with a transfer of funds from HAC to the OU. These fees may be included in the project budget; however, the OU must confirm to HAC that these are mandatory.

For any humanitarian conference-related travelling needs or event needs please see the HAC Conference Participation Program and HAC Events Call for Proposals on hac.ieee.org, as these requests will not be considered by the HAC Projects Committee.

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 – 2020 Application Structure and (*Evaluation Criteria*)

1. Project Overview and Background (*Quality, Relevance, Alignment with SDGs*)

- a. What is the nature of the proposed project? (Check all that apply.)
 - Scale up proven IEEE Special Interest Group on Humanitarian Technology (SIGHT) or other IEEE humanitarian technology and sustainable development projects;
 - Provide IEEE’s technical expertise to well-vetted external humanitarian/sustainable development organizations for a specific project;
 - Collaborate across OUs and/or IEEE programs to undertake major humanitarian technology and sustainable development projects.
- b. Executive summary of the project, including location, needs, and intended solution. (Maximum character length – 2,500)
- c. Which of the UN SDGs are most applicable to the project? Select no more than five. Please provide justification. (Maximum character length – 500)
- d. Technology type(s) (Check all that apply.)
 - ICT
 - Data
 - Energy
 - Agriculture
 - Medical
 - Transportation
 - Manufacturing
 - Other:
- e. Has HAC provided funding for this project team and/or this project in any form in the past? If so, please elaborate and include the HAC project numbers funded. (Maximum character length – 1,000)
- f. Summary of project history, including how the project started, what has been achieved so far, IEEE OUs involved, previous funding received, and so on (Maximum character length – 2,500)

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

- a. Name and describe the relevant and significant stakeholder groups. Please use [map template](#). (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. How stakeholder feedback will be utilized (Maximum character length – 2,000)

3. Theory of Change (*Quality and Credibility*)

A succinct explanation of the differences between inputs, activities, outputs, and outcomes can be found [here](#).

- a. Inputs (Maximum character length – 1,000)
- b. Activities (Maximum character length – 2,000)
- c. Outputs (include how these will be measured) (Maximum character length – 2,000)
- d. Outcomes (include indicators and how these will be measured; opportunities for replication and scaling) (Maximum character length – 2,000)
- e. Impact (long-term outcomes) (include indicators and how these will be measured) (Maximum character length – 2,000)
- f. Assumptions (Maximum character length – 2,000)
- g. Are there any similar projects being implemented by other institutions, organizations, or the government in the region where you will be working? (Maximum character length – 1,000)

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

- a. Proposed technology and relevance to local environment (Maximum character length – 2,000) (Do not duplicate what is in the executive summary.)
- b. Project work plan and milestones (Maximum character length – 2,000) (Do not duplicate what is in the executive summary or theory of change.)
- c. What is the sustainability plan for the project? Meaning: how will the project be sustained after funding has been provided and the project work is done? (Maximum character length – 2,000)
- d. Implementing team (Maximum character length – 3,000)
- e. Describe the potential risks and unintended consequences associated with this project, including, but not limited to, risk to people, property, and IEEE reputation. How will these be mitigated? Make sure to explain what measures will be taken to prevent safety hazards. Please be as detailed as possible. Please also highlight any political or economic risk associated with the country in which the project is located. The IEEE Office of Risk and Insurance Management Services (ORIMS) may review proposals to assess risk and provide guidance. (Maximum character length – 3,000)

- f. Are any approvals needed to undertake this project, such as approval from the government, community entity, Institutional Review Board, and so on? If so, please include as attachments. If these approvals have not yet been secured, please explain your plan to do so. (Maximum character length – 2,000)
- g. Has the local IEEE Section read the [roles and responsibilities of HAC/Project Lead/Section document](#) and are they willing to ensure project lead and project success? Please attach signed document.
- h. Beyond the implementing team listed above, how are IEEE members and potential members engaged and how will they be engaged in this project? (Maximum character length – 2,000)
- i. Dissemination of achievements and lessons learned (Maximum character length – 500)

5. External Collaboration

Please note: legal agreements between IEEE and external entities need to be vetted by IEEE Legal prior to signing.

- a. What external organizations, such as NGOs, government organizations, companies, etc., are you collaborating with? For each, please provide:
 - Name of collaborating organization
 - Full address and contact details
 - Date of registration
 - Copy of registration certificate
 - Objectives of the organization
 - Names and background of Trustees, if applicable
 - Last 2 years audited balance sheets (or similar relevant to countries)
 - Projects done in the last 2 years, number of beneficiaries, cost of project, source of funding details
 - Any Government linkages, if applicable
 - Details of connections with IEEE volunteers (If there is any conflict of interest, this must be disclosed. Please see below.)
- b. What are the roles and responsibilities of the external organizations and IEEE? Please attach any documentation. (Maximum character length – 2,000)

6. Requested Funding (*Appropriateness of Proposed Utilization, Value for Money*)

- a. Budget Justification (Maximum *character length* – 3,000)
- b. Completed IEEE HAC Projects Budget Application (**Credibility**)

7. Additional Information

- a. Disclose any potential conflicts of interest regarding this proposal. [Please note: project teams must abide by the [IEEE Principles of Business Conduct](#). Project leads and any other members of project teams with decision-making authority must complete the [Principles of Business Conduct/Conflict of Interest disclosure prior to receiving funding.](#)]
- b. HAC highly encourages the submission of videos and/or photos that introduce the project team, demonstrate the need identified, or explain the technological solution to be implemented. (Video submission of answers to certain questions is permitted - please label video files with the question number).

- c. Any supplementary materials that further demonstrate worthiness of the project

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

How to Submit

- Please submit via the IEEE HAC [Online Funding Opportunities Portal](#)
- Please download these template files which will be required to be uploaded into your online application
 - ❖ [IEEE HAC Projects 2020 Budget Template](#)
 - ❖ [Stakeholder Mapping and End-user Engagement Template](#)
 - ❖ [Roles and Responsibilities for HAC/Project Lead/Section Template](#)

Acceptable Time Frame to Utilize Funds & Reporting Schedule

- Funds must be expended within a maximum of 12 months from the approved project start date.
- A progress report must be submitted six months after the project's approved start date.
- A final report must be submitted with evaluation metrics within 60 days of the conclusion of the project grant period.
- Updates on the project are to be provided upon request throughout its duration.
- Reports on longer-term outcomes and impact of the project may be requested for up to 3 years after the conclusion of the project's grant period.

Final Thoughts: Please note that HAC Project funding is highly competitive. Not all worthy projects may be funded due to budget limitations. We highly encourage you to resubmit if you feel strongly that your project is worthy of funding. HAC endeavors to provide limited feedback to proposers when possible.