



Call for Experts  
**Membership of  
VLIR-UOS  
Selection  
Commissions**

Regional Commissions  
(Latin America, Africa and Asia)

# Table of contents

<b>Summary</b>	<b>3</b>
<b>1. Background</b>	<b>4</b>
1.1. <i>VLIR-UOS</i>	4
1.2. <i>Calls for proposals</i>	4
1.3. <i>Selection System</i>	5
<b>2. Object of the call</b>	<b>6</b>
2.1. <i>General</i>	6
2.2. <i>Required competences of the selection commissions</i>	6
2.3. <i>Eligibility and code of conduct</i>	6
2.4. <i>Mandate</i>	7
2.5. <i>Assignment and budget</i>	8
<b>3. Application and selection</b>	<b>8</b>
3.1. <i>Application modalities</i>	8
3.2. <i>Selection criteria</i>	9
<b>4. Annexes</b>	<b>9</b>

## Summary

<b>Eligibility</b>	<p>The members of the regional commissions are not appointed at a <u>Belgian</u> university or university college, research institute or any other higher education institution.</p> <p>The members cannot combine membership of a commission with the execution of external evaluation assignments or promotorship or any other project/programme responsibility for VLIR-UOS, nor an active role in an ANGS programme (within the Joint Strategic Frameworks of Belgian indirect development cooperation) in the countries covered by the commission for which he/she applies.</p>
<b>Required competences of the selection commissions</b>	<p>The following competences should be covered by each regional commission:</p> <ul style="list-style-type: none"> <li>- international academic or development cooperation background (thematic focus – development studies, poverty reduction, ...);</li> <li>- specific regional expertise (geographical focus – countries, regions);</li> <li>- generic expertise in higher education policy, scientific research policy and practice;</li> <li>- technical expertise (programme management, intervention modalities, effectiveness &amp; efficiency, impact, sustainability, monitoring and evaluation,...).</li> </ul>
<b>Type of Commissions and number of selection commission members to be appointed</b>	<ul style="list-style-type: none"> <li>- Regional Selection Commission Africa 1: 4 positions (DR Congo, Kenya, Rwanda, Tanzania, Uganda)</li> <li>- Regional Selection Commission Africa 2: 4 positions (Ethiopia, Morocco, South-Africa)</li> <li>- Regional Selection Commission Asia: 4 positions (Cambodia, Indonesia, Philippines, Vietnam)</li> <li>- Regional Selection Commission Latin America: 4 positions (Bolivia, Cuba, Ecuador, Peru, Nicaragua)</li> <li>- Substitute members: at least 2 positions per commission</li> </ul>
<b>Launch of the call for Membership in a Selection commission</b>	<p>12 March 2018</p>
<b>Deadline submission of applications</b>	<p>16 April 2018</p>
<b>Appointment selection commission members</b>	<p>27 April 2018</p>

# 1. Background

## 1.1. VLIR-UOS

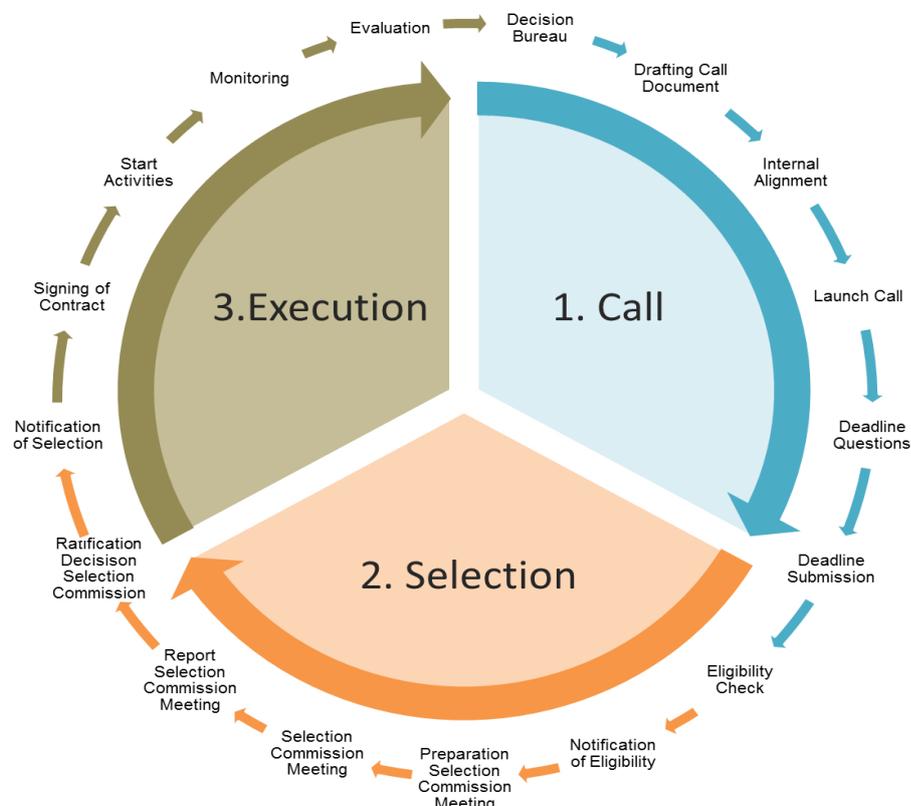
VLIR-UOS supports partnerships between universities and university colleges in Flanders (Belgium) and the South looking for innovative responses to global and local challenges.

VLIR-UOS funds cooperation projects between professors, researchers and teachers. VLIR-UOS also awards scholarships to students and professionals in Flanders and the South. Lastly, VLIR-UOS helps to strengthen higher education in the South and the globalisation of higher education in Flanders. These interventions are implemented in and by the higher education institutions, not by VLIR-UOS itself.

VLIR-UOS is part of the Flemish Interuniversity Council and receives funding from the Belgian Development Cooperation. [www.vliruos.be](http://www.vliruos.be)

## 1.2. Calls for proposals

VLIR-UOS works with open, competitive selection of proposals through calls for proposals. Calls for proposals are generally organized once a year and it is up to the selection commission to select the best project proposals. Proposals are submitted by academics from Flemish universities or university colleges together with their partners in the South. All proposals compete with one another in the same call, and thus need to be selected in a competitive way.



### 1.3. Selection System

VLIR-UOS organizes the selection of proposals through selection commissions. Selection commissions are organised in a regional way, with four different commissions for the selection of South projects.

- (i) Africa commission 1: DR Congo, Kenya, Rwanda, Tanzania, Uganda
- (ii) Africa commission 2: Ethiopia, Morocco, South Africa
- (iii) South America: Bolivia, Cuba, Ecuador, Peru, Nicaragua
- (iv) Asia: Cambodia, Indonesia, the Philippines and Vietnam

All selection commissions are composed of four external experts. At least two substitute members per commission are selected in case a permanent member cannot participate due to force majeure or conflict of interest.

All proposals are selected using the same set of criteria, aiming at an objective, transparent selection system. As such, the system ensures a uniform implementation of the selection process for all VLIR-UOS activities. Following six criteria are used:

<b>SCIENTIFIC QUALITY</b> <i>The extent to which a proposal has a ground-breaking nature and ambition (excellence).</i>
<b>RELEVANCE</b> <i>The extent to which the objectives of a proposal are consistent with beneficiaries' requirements, country needs, synergy opportunities, global priorities and partners' and donors' policies.</i>
<b>EFFECTIVENESS</b> <i>The extent to which the proposals' objectives are expected to be achieved, taking into account their relative importance.</i>
<b>EFFICIENCY</b> <i>A measure of how economically resources/inputs (funds, expertise, time, etc.) are converted to results.</i>
<b>IMPACT</b> <i>Potential positive and negative, primary and secondary long-term effects produced by the proposal, directly or indirectly, intended or unintended.</i>
<b>SUSTAINABILITY</b> <i>The continuation of benefits after the activities have been completed.</i>

## 2. Object of the call

### 2.1. General

The object of this call is to receive candidates for membership of the regional VLIR-UOS selection commissions:

- 4 regional commissions are to be installed:
  1. Africa x 2: 8 members
  2. Asia: 4 members
  3. Latin America: 4 members
- Pool of back-up selection commission members: at least 2 substitute members per commission

A total of 24 candidates are sought through this call for experts: 16 effective and 8 substitutes.

### 2.2. Required competences of the selection commissions

The following competences should be covered by each regional commission:

- international academic or development cooperation background (thematic focus – development studies, poverty reduction, ...);
- specific regional expertise (geographical focus – countries, regions);
- generic expertise in higher education policy, scientific research policy and practice;
- technical expertise (programme management, intervention modalities, effectiveness & efficiency, impact, sustainability, monitoring and evaluation,...).

In order to guarantee the academic quality the four members should have an international academic or development cooperation background. At least two of the four members should have expertise in higher education policy, scientific research policy and practice. In addition, as the focus is on partnerships between Flemish universities and university colleges and HEIS in partner countries, knowledge of the Flemish higher education system can also be an advantage. The commission members have experience with an interdisciplinary approach and are interested in the broader development challenges of the particular regions. In the case of the Great Lakes Africa commission, all commission members should be able to assess proposals in French (e.g. proposals from DRC).

VLIR-UOS attaches great importance to gender balance and the presence of commission members from developing countries within the commissions.

### 2.3. Eligibility and code of conduct

Following eligibility criteria will be applied at the individual level of the applicants:

- The members of the regional commissions are not appointed at a Belgian university or university college, research institute or any other higher education institution.

- The members cannot combine membership of a commission with the execution of external evaluation assignments or promotorship or any other project/programme responsibility for VLIR-UOS.<sup>1</sup>
- The members cannot combine membership of a commission with an active role in an ANGS programme (within the Joint Strategic Frameworks of Belgian indirect development cooperation) in the countries covered by the commission for which he/she applies.

The commission members will be invited to sign a code of conduct, in which the criteria of eligibility and general rules of conduct will be stated.

The commission members act in their individual capacity. They do not represent institutions. Every member gives an objective assessment on the basis of the selection criteria, and only on the basis of the information that was provided by the VLIR-UOS secretariat. No contact can be taken with the applicants, or related parties.

Commission members will be asked to abstain from evaluating proposals in the following cases:

1. A commission member with a professional appointment to a foreign institute where the applicant has been enrolled as a student or professional after January 1st of the year n-3 (n=year of application);
2. A commission member is co-author with the applicant(s) of a publication that was submitted or published after January 1st of the year n-3 (n=year of application);

'Co-authorship' is to be understood as follows:

Co-authorship of a monography of which the applicant is co-author as well;

Co-authorship of an article or another type of contribution to a collection (book, journal issue, report, congress proceedings, abstract ...) of which the applicant is co-author as well;

Editors are not regarded as co-authors insofar as they have not also acted as what is understood under 'co-author' as described above. Co-editors of the applicant are not accepted as an external referee.

3. A commission member is partner of the applicant(s) in a research / education / cooperation project that has been applied for or has been running after January 1st of the year n-3 (n=year of application).

If one of the above situations occurs, the commission member will be replaced by a reserve member.

## 2.4. Mandate

The duration of the mandate of selection commission member is 4 years maximum. Current commission members can re-apply for a duration of another 2 years maximum. This principle will be applied for the forthcoming years so that each half of the commission renews every two years.

---

<sup>1</sup> This only applies for the commission member in question, not for the entire staff of the institution / organization the commission member is part of.

The mandate of the commission is :

1. Guarantee minimum quality standards of VLIR-UOS on the level of individual proposals,
2. Evaluate alignment of proposals with VLIR-UOS country strategies,
3. Identify potential complementarity and synergy,
4. Rank proposals in three lists:
  - a) List of selected proposals
  - b) List of reserve proposals
  - c) List of not-selected proposals (non-ranked)
5. Propose remediation actions to improve proposals,
6. Formulate recommendations to VLIR-UOS as to the policy for the respective call and / or the selection procedure, if appropriate.

More information on the policy and guidelines of the VLIR-UOS selection system can be found in the VLIR-UOS Selection System Document (version of 2 March 2018:[http://www.vliruos.be/media/6528531/vlir-uos\\_selection\\_system\\_-\\_policy\\_and\\_guidelines\\_2018\\_20180302.pdf](http://www.vliruos.be/media/6528531/vlir-uos_selection_system_-_policy_and_guidelines_2018_20180302.pdf)).

## 2.5. Assignment and budget

The selection commission members will be compensated for the delivered services. A day fee (estimated number of preparation days and meeting day(s) in Brussels) of € 400 (excl. VAT) is foreseen. The number of preparation days per selection will depend on the number of project proposals to be assessed. The expected workload is variable per submission round and per commissions, but the number of preparation days to be awarded might vary between 4 and 15 days.

Commission members are requested to be available for the selection meeting that is expected to take place in the first week of September, 2018. Only in case of force majeure or conflict of interest, absence will be accepted. In case of unavailability a member of the reserve pool will be contacted. If the situation occurs after the assessment has been started by the commission member (e.g. air strike and late arrival) the ex ante written assessment should be made available as agreed upon. The fee will also be adapted accordingly (no payment for the commission day) .

In general, VLIR-UOS foresees around two months of preparation time for the selection commission. Consequently, members will receive all essential documents in July, 2018.

For international selection commission members living outside Belgium, accommodation and transport will be organized and costs reimbursed by VLIR-UOS. Commission members living in Belgium –outside Brussels- will get their transport reimbursed.

## 3. Application and selection

### 3.1. Application modalities

Candidates for the membership in the regional commissions should submit the following documents electronically to VLIR-UOS ([Kristof.vanderperren@vliruos.be](mailto:Kristof.vanderperren@vliruos.be)) with cc to Kathleen Wuytack ([Kathleen.wuytack@vliruos.be](mailto:Kathleen.wuytack@vliruos.be)) :

- A CV

- Filled out excel file in 'candidates for VLIR-UOS selection commission membership' (see annex 2)

Deadline for submission is **Monday 16 April 2018** (09H AM Belgian time). Selection commission members will be appointed on 27 April 2018.

### **3.2. Selection criteria**

Selection of members will be done by the VLIR-UOS board (Bureau UOS), based on an assessment of the CV in relation with the requested profile and expertise (see 2.2.). The same applies for the substitutes.

## **4. Annexes**

Annex 1. [VLIR-UOS Selection System – Policy and guidelines](#)

Annex 2. Candidates for VLIR-UOS selection commission membership – online survey <https://vliruos.poll daddy.com/s/call-for-experts-for-vlir-uos-regional-selection-commissions>