



UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG
NEW DELHI- 110002

No. F. 150-1/2008(IC-II)

11th November, 2009

The Registrar
(All Indian Universities)

Sub: **Call for Expression of Interest to provide International Technical Assistance to existing EU Study Centres in India and Contemporary Indian Study Centres in the European Union.**

Sir/Madam,

The Team Leader, India EU Study Centres Programme, New Delhi has forwarded a letter No.IESCP/UGC/2009dated 25th September, 2009 regarding India-EU Study Centres Programme (IESCP) inviting "Expressions of Interest" from Indian and EU Institutions of Higher Education to strengthen existing EU Study Centres in India and Modern India Study Centres in Member States of the European Union (EU).

The specific goals of the IESCP are :-

- To provide technical assistance to existing EU Study Centres in India and Contemporary Indian Study Centres in the EU with a view to support the further development of such centres.
- To support the creation and development of new Study Centres in India and the EU.
- To develop and maintain a Web-Portal as an information, dissemination and monitoring tool for the EU-India Study Centres.

Such of the institutions who fulfill the eligibility criteria as specified in their Study Programme may approach directly to :-

India-EU Study Centres Programme
2B/1, Taj Apartments, Rao Tularam Marg
New Delhi-110 022

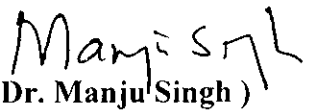
Further information and guidelines for this Call for Expression of Interest can be downloaded from the following website:-

www.iescp.org

Email- project@indiaeustudycentre.org.

The deadline for submission of applications is **15th November 2009 at no later than 17:00 hrs IST.**

Yours faithfully,


(Dr. Manju Singh)

Joint Secretary

Phone-011-23232569

email : manjusingh@ugc.ac.in

Not:- (i) There is no financial liability on the part of UGC.
(ii) No query may please be made to UGC in this regard.



India - EU Study Centres Programme

European Commission - Technical Assistance

S. No. 131ARJ

Dy. No. 2228/2009/IC-II

5/10/09

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No. IESCP / UGC /2009

25th September 2009

Dr. Manju Singh,
Joint Secretary (International Desk)
University Grants Commission,
New Delhi.

US/C/MS
Ajay
05/10/09
8910-15

Dear Dr. Manju Singh,

Greetings from India-EU Study Centres Programme!

Congratulation on taking over the "International Desk" at University Grants Commission.

The India- EU Study Centres Programme (IESCP) is a project funded by the European Commission under the EU-India Action Plan Support Facility (ASPF) which has been designed to support sector policy dialogue as identified in the Joint Action Plan endorsed in 2005 in the framework of the EU-India Strategic Partnership (For further information visit: www.iescp.org).

APSF, an instrument to implement the Joint Action Plan between Europe and India, reinforced the importance of academic cooperation between Europe and India and proposes to create European Study centres in India and Modern Indian Study Centres in Europe.

The overall objective of the "APSF India - EU Study Centres" is to strengthen inter institutional links in the field of higher education and academic cooperation between India and the EU and thereby to promote better understanding of the European Union in India and vice-versa through academics . An APSF "Programme Steering Committee (PSC)" has been jointly established by the EC and the GOI to monitor progress of the Programme and advice on the implementation of the Programme of which UGC representative is a member. We have regularly appraised your predecessor about the programme.

The direct beneficiaries of the *India - EU Study Centres Programme* include Indian and European Higher Education Institutions and/or their relevant departments dealing with EU/Indian Contemporary studies or those interested in developing European Centres in India and Indian Contemporary centres in Europe. The other beneficiaries will be the respective academic communities, and students interested in furthering their knowledge on issues related to EU and Indian Contemporary studies. On a long term basis, the group of beneficiaries will also include business communities and public administration organisations as they will be able to employ those persons having benefited from these centres.

The *India - EU Study Centres Programme* is undertaking following activities:

- i. **Strengthening and providing technical assistance to 10 existing Study Centres in EU and India** - This support will be in terms of upgrading academic, administrative or institutional capacities and will be done on the basis of preliminary institutional need assessment. This will be done by launching "Expression of Interest for Technical Assistance". (Scheduled to be Launched by end of September, 2009)

Programme Office: 2B/1, Taj Apartments, Rao Tularam Marg, New Delhi-110 022, India

Telephone: +91-11-46025067 **E-mail:** project@indiaeustudycentre.org

www.iescp.org



India – EU Study Centres Programme

European Commission - Technical Assistance

- ii. *Support the creation and development of a minimum of 5 new Study Centres in the EU and or in India* - New Study Centres belonging to well-established and recognized higher education institutions will receive support via the implementation of a call for proposals (grant Programmes). (Launched in April 2009 and results to be declared shortly)
- iii. *Information support, dissemination and visibility – India - EU Study Centres Programme Web Portal* - The Web portal has been established as an information, education and communication tool for *India – EU Study Centre Programme*. The web portal services will support the creation of a new and wider network of EU and Indian Study Centres and enhanced visibility and better knowledge about the European Union in India and about India in Europe. (Website launched in October 2008 and being updated regularly: www.iescp.org)

“Expression of Interest for Technical Assistance for the Existing Centres” would be launched by the end of September, 2009 and we seek your comments if any on the documents appended related to the “Expression of Interest for Technical Assistance”. We would solicit your continued support to IESCP.

We look forward to meeting you at the Programme Steering Committee meeting.

Yours Sincerely,

Ulrich Podewils
Team Leader



Call for Expression of Interest (EOI)

Ref IESCP/01/2009

Expression of Interest to provide International Technical Assistance to existing EU Study Centres in India and Contemporary Indian Study Centres in the EU

The India-EU Study Centres Programme (IESCP) invites "Expressions of Interest" from Indian and EU Institutions of Higher Education to strengthen existing EU Study Centres in India and Modern India Study Centres in Member States of the European Union (EU).

What is the Objective of the Programme?

The overall objective of the IESCP is to promote a better understanding of the EU in India, and of India in the EU Member States. The aim is to achieve this objective by strengthening Indo-European dialogue through higher education inter-institutional links and academic collaboration.

The specific goals of the IESCP are:

- To provide Technical Assistance to existing EU Study Centres in India and Contemporary Indian Study Centres in the EU with a view to support the further development of such Centres;
- To support the creation and development of new Study Centres in India and the EU;
- To development and maintain a Web-Portal as an information, dissemination and monitoring tool for the EU-India Study Centres.

Who can Apply?

Institutions of Higher Education in India that have Centres of European Studies *and* Institutions in EU Member States that have Centres of Contemporary Indian Studies. Such institutions - in both India and EU Member States - *must be recognized by the relevant government authorities as higher education institutions.*

Applications can only be submitted by individual institutions. Applications submitted by consortia will be excluded.

For further information, please see the ***Guidelines*** for this Call for Expression of Interest, by visiting our web-site:

www.iescp.org

What Technical Assistance is Provided?

The present Call for Expression of Interest covers the provision of International Technical Assistance (TA) to existing study centres in both India and EU Member States. Such technical assistance is aimed at enabling existing Centres to further develop their academic, administrative and/or institutional capabilities so that they are better equipped to promote and sustain their teaching, research and institutional provision in terms of EU studies in India and Modern India studies in the EU. International technical assistance will be tailored to meet the needs of individual Centres and can include:

- Human Resource Development (through short-term teaching/training sessions; faculty exchanges; study and/or research visits)
- Curricula Development (through joint participation of EU and India experts for the development of new and interdisciplinary curricula in EU and Modern India studies);
- Institutional Development (through seminars/workshops and other short-term training of senior university officials and officers)

The volume and implementation of the TA offered to the selected Centres will be defined by a ***Memorandum of Understanding*** and ***Individual Development Plans*** to be concluded between the project and the selected centres.

Details

To obtain further information about this Call for Expression of Interest and to download the "Expression of Interest Submission Form" please visit our web-site or contact us at:

India-EU Study Centres Programme (IESCP)

Email: project@indiaeustudycentre.org

Website: www.iescp.org

Expression of Interest Submission

The deadline for the submission of applications is 30th November 2009 at no later than 17.00 hrs IST to:

India-EU Study Centres Programme
2B/1, Taj Apartments, Rao Tularam Marg,
New Delhi-110 022 Telefax: +91.11.2610 7239
Email: project@indiaeustudycentre.org
Website: www.iescp.org

Expression of Interest – Submission Form

Name of Applicant:	Contact Person & Position:
Identity of applicant:	
Full legal name:	
Acronym (where applicable):	
Official Registration No (where applicable):	
Legal Status of Applicant (association, university etc...):	
Address:	
Street:	
City:	
Postcode:	
Country:	
Contact details:	
Telephone:	
Email:	
Fax:	
Website:	

Documents to be submitted with the application:
Expression of Interest form
Form (Executive summary + 5 pages maximum)
Sworn statement signed by the applying institution/centre, confirming their status as a legal person and their operational capacity to complete the proposed activities.
Support letter from the host University

Date / Signature of Applicant

1. Status & Capacity of the Applicant

1.1 Describe the organisation of your Centre, its decision-making structure, process and operating protocol. Please indicate what structure (e.g. Advisory Board, Steering Committee, etc) you intend to put or have in place to provide advice on the strategic development of your Centre and which stakeholders and/or social partners will be represented in this structure.

1.2 What support (in terms of financial contribution, facilities, logistical support, etc) does your Centre receive from your Institution or from any other public, semi-public, and/or private institution, organisation, or individual (for example, donations, endowments, etc)?

1.3 Demonstrate your capacity to monitor and report on technical assistance received and the activities implemented? What monitoring system do you have in place or will you put in place?

2. Clearly Defined Aims & Objectives

What is the main objective of the technical assistance you request? What do you aim to achieve with this technical assistance? How will it contribute to the development of your Centre? In other words, what do you specifically aim to achieve with the requested technical assistance?

For example:

2.1 Is your main objective to:

- Re-launch or re-structure your study centre (one that perhaps has been inactive or has not performing to a satisfactory standard; or perhaps simply needs a new image to make it more appealing to students and faculty)?

YES NO

- Expand the activities of your study centre ?

YES NO

If YES, in what way(s) ?

- Promote your study centre (in what way/s perhaps)?

YES NO

- Please provide us with any other objectives you may have that are not listed above:

2.2 What do you *specifically* aim to achieve through this technical assistance:

For example:

Do you require technical assistance for:

- resource development through:
 - o short-teaching activities
 - o training sessions
 - o intensive courses
 - o study / research visits
 - o Please list other human resource provisions you may require:

- **curricula development:**

- o activities promoting / supporting joint curricula development
- o developing study research materials
- o Please list other curriculum development provisions you may require

- **institutional development**

- o enhancing overall management of your institution
- o joint seminars/workshops
- o training senior university officials/officers
- o institutional auditing
- o Please list other institutional development provisions you may require

3. Relevance of the Requested Technical Assistance

3.1 Describe the needs of your Centre and how the technical assistance requested through the India-EU Study Centres Programme will enable you to meet these needs. Please identify the specific problems you would like to be addressed by the Technical Assistance requested.

3.2 Describe clearly the outputs and results and how the technical assistance requested will impact your Centre.

3.3 Describe the networking capacity of your Centre. What links does your Centre have with international partners ?

4. Visibility

4.1 Provide a description of the proposed activities to be undertaken with the requested technical assistance, showing how they will lead to increase visibility and improved knowledge about the EU in India and about the India in the EU

5. Sustainability (financial, institutional)

5.1 How does your Centre intend to ensure the sustainability of your Centre? In other words, how does your Centre plan to ensure that your Centre continues to grow and develop upon completion of this technical assistance and in the future? Please provide the main pre-conditions and assumptions upon which such sustainability is based. What follow-up activities do you propose to undertake in order to ensure the sustainability of your Centre in the future? (for example: fund-raising, partnerships, links, collaborations with other institutions and/or organisations, etc.)

Publication reference: CALL FOR EXPRESSION OF INTEREST IESCP/01/2009

Guidelines for Study Centres

What are the goals of the IESCP Programme?

The overall objective of the IESCP is to promote a better understanding of the EU in India and of India in the EU Member States through academics as part of the Indo-European dialogue and to strengthen inter-institutional links in the field of higher education and academic cooperation between India and the EU.

The specific objectives of the IESCP are as follows:

1. To provide Technical Assistance to existing EU Study Centres in India and Contemporary Indian Study Centres in the EU with a view to support the development of EU Studies in India and Contemporary Indian Studies in the EU;
2. To support the creation and development of new Study Centres in India and the EU;
3. To develop and maintain a Web Portal as an information, dissemination and monitoring tool for the EU-India Study Centres.

Who and what can be funded under the present call for expression of interest?

The present call for expression of interest covers the provision of international technical assistance to existing study centres in India and the EU to upgrade their academic, administrative and/or institutional capacities.

Centres having expressed their interest could request international technical assistance in areas such as:

1. human resources development (activities such as short teaching / training sessions, intensive courses, study / research visits, for example)
2. curricula development (mainly through activities promoting and/or supporting joint curricula and/or research development)
3. institutional development - particularly where this focuses on enhancing the overall management of institutions offering EU Studies in India or Contemporary Indian Studies

**Technical Assistance - India-EU Study Centres Programme (IESCP)
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in the EU (through activities such as joint seminars/workshops, training of senior university officials/officers, institutional auditing, etc.)

An indicative number of up to 10 study centres could be selected, provided that a sufficient number of applications deemed to be of appropriate quality and standard have been received. As an average up to 35 expert-days could be offered to each of the selected centres, applicants are requested to outline in their expression of interest, the type of technical assistance and advisory services required and to provide an indicative distribution of expert-days requested (according to the kind of assistance indicated). For further details please refer to the application form.

The exact volume and details for implementation of the Technical Assistance to be provided by the Programme to the selected centres will be defined in a Memorandum of Understanding, with individual Development Plans outlining the sequence and kind of activities to be undertaken.

INDICATIVE TIMETABLE

Activity	Date
Launch of call for Expression of Interest through TA Team	1 October 2009
Deadline for request for any clarifications from the TA Team	5 November 2009
Last date on which clarifications are issued by the TA Team on web-portal and project website	15 November 2009
Submission deadline for expressing interest	30 November 2009
Completion date for evaluation of expressions of interest received	15 December 2009
Approval of by ECD and notification of award	31st December 2009
Preparation and signature of Memorandum of Understanding between the Programme and the selected centres	January- February 2010

Who can submit an application?

Participation in the call for expression of interest is open to Universities and Higher Education Institutions (HEIs)¹ established and registered as such in a Member State of the European Union or in India and which are recognized by the relevant government authorities as HEIs. Only those HEIs with an EU Study Centre or Contemporary Indian Study Centre in India or a Member State of the EU (respectively) may apply. Centres are defined as:

- Centres founded through bye-laws of the applying Higher Education Institution (HEI);
- Centres as organisational units of the applying HEI;
- Department/Faculty, of an HEI offering European / Contemporary India Studies as a study programme or even a course as part of a study programme.

Only individual centres may apply. Applications submitted by consortia will be excluded.

What documents need to be submitted with the expression of interest form?

You are requested to submit your Expression of Interest (EOI) in the *format* provided and in accordance with the instructions stated therein and in the present guidelines. Required supporting documents are listed in the cover page of the expression of interest form.

Any material deviation from this specified format will result in rejection of your EOI submission as non-responsive.

The application document can also be downloaded from the IESCP Homepage www.iescp.org

What criteria will be applied to select the study centres?

Applications are assessed on the basis of technical and professional criteria. Such criteria are based on the IESCP programme's goals. Specifically, the following categories of criteria will be considered in the assessment:

¹ Universities/higher education institutions are organisations which have the right to award their own academic degrees. Universities/higher education institutions in India can be Central Universities; National Universities, State Universities; Open Universities; Deemed Universities; Private Universities which have the right to award their own academic degrees; Institutions of National Importance; and not affiliated Colleges which have the right to award their own academic degree.

Eligibility criteria

This call for expression of interest should be open to the following legal entities: universities and other higher education institutions in the European Union and India recognised as such by the relevant national authorities and with a Centre of European Studies (India) or a Centre of Contemporary Indian Studies (European Union).

Expressions of interest should be introduced by individual universities only.

The Universities that apply to the Call for Expression of Interest will have to demonstrate that the Study Centre, they are requesting Technical Assistance for, responds to the following minimum criteria:

- At least one (full-time) professor and one additional faculty member are part of the existing Study Centre.
- At least one of the faculty members holds a doctoral degree related to European or Contemporary Indian studies (accordingly)
- The HEI (under which the study centre is applying for technical assistance) has drafted at least one institution-wide or departmental Development Plan within the last six years.
- At least one degree-awarding programme at post-graduate level (Masters or Doctorate) or one course in European Studies / Contemporary Indian Studies as part such a programme is offered by the centre. The HEI (under which the study centre is applying for technical assistance) already has at least one Memoranda of Understanding signed with an international partner
- Preferably, the HEI (under which the study centre is applying for technical assistance) has experience of working on projects funded by international organisations.

Award criteria

The interested study centres that have expressed their interests and that respect the eligibility and selection criteria listed above will be ranked on the basis of the award criteria set out in the following table:

Section	Maximum Score
1. Status & capacity of the applicant	25
1.1 Organizational set up	10
1.2 Financial and logistic capacity to support the implementation of the development plan	10
1.3 Monitoring capacity	5
2. Clearly Defined Aims & Objectives	15
2.1 Vision for the development of the Study Centre	10
2.2 Clarity of the definition of the technical assistance required	5
3. Relevance of the requested technical assistance	25
3.1 Relevance of the needs to the priorities of the IESCP	10
3.2 Outputs, results and impact of the technical assistance requested	10
3.3 Networking capacity	5
4. Visibility	10
4.1 Potential for EU visibility and improved knowledge of the EU in India and of India in the EU	10
5. Sustainability (financial, institutional)	25
5.1 Quality of the financial and institutional sustainability plan, risk analysis, contingency plan	25
Maximum Total Score	100

How to submit your application?

The deadline for submission of Expression of Interest (EOI) Forms is **30 November 2009**. You may submit your EOI Form electronically (as pdf document) by email to: project@indiaeustudycentre.org or deliver a hard copy **by 5 pm** on the specified deadline date to the following address:

India-EU Study Centres Programme
2B/1, Taj Apartments, Rao Tularam Marg,
New Delhi-110 022
Telephone / FAX: +91.11.26107239

The Project Title and the **Publication Reference** must be clearly marked on the envelope containing the Expression of Interest documents. Likewise, if the EOI is sent electronically, the Project Title and Publication Reference must be indicated as the 'subject' line of all e-mail correspondence with the Programme.

In addition to the information provided in the present guidelines, we recommend that you consult our website www.iescp.org for additional information on the IESCP.

Any requests for clarification must be submitted **no later than 5 November 2009** to project@indiaeustudycentre.org. A summary of the questions and responses given will be posted, within 3 days of receipt of such questions, at the same link. We suggest you regularly check this link to ensure that you are updated with the substance of all responses to requests for clarification, if any, of the present call for expression of interest.

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