

HPS Volunteering Grant: Concept paper guidelines

These guidelines are intended to inform the process for developing a concept paper to deliver an HPS Volunteering Grant.

Purpose

The Health Partnership Scheme (HPS) aims to improve health outcomes for poor people in DFID priority and other low income countries. The Scheme will harness UK health institutions and professionals in partnerships with developing country counterparts, and strengthen health systems through health service skills transfer and capacity development.

HPS Volunteering Grants aim to leverage the knowledge and expertise of UK health professionals by funding efficient, high quality long-term volunteering programmes linked to development projects. HPS Volunteering Grants should contribute towards Millennium Development Goals 4, 5, 6 helping to strengthen health systems through building the capacity of human resources for health.

HPS Volunteering Grant Objectives

1. To design and promote an innovative long-term volunteering programme to enable UK health professionals to work in developing countries
2. To place volunteers in development projects supportive of national health strategies in developing countries, encouraging skills development and exchange between UK volunteers and developing country counterparts
3. To source a consistent supply of long-term volunteers through partnerships between UK and developing country institutions or through other activities clearly aligned with HPS's overall aim
4. To train and manage volunteers, ensuring their safety at all times
5. To contribute towards tackling the barriers to volunteering, helping to ensure that long-term volunteering is an integral part of a UK health professional's career valued by employers and employees alike

Demonstration of results and the sharing of good practice will be expected at all stages of implementation of an HPS Volunteering Grant.

HPS Volunteering Grant Requirements

1. Presents a coherent time-bound programme plan with a clear goal, outcomes and outputs to which volunteers contribute
2. Contributes to the overall purpose and spirit of the Health Partnership Scheme
3. Contributes to achieving Millennium Development Goals 4,5, 6
4. Is aligned with developing country health policies and plans
5. Demonstrates a commitment to partnership working; is inclusive - developed and agreed by UK and developing countries; willingness to support other HPS partners; and fosters South-South Partnerships where possible
6. Describes how to successfully source volunteers through relationships between UK and developing country institutions as well as through other activities clearly aligned with HPS's overall aim
7. Presents an appropriate and innovative approach to strengthening human resources for health through a long-term volunteering programme
8. Demonstrates the ability to manage the volunteer journey from beginning to end, i.e. sourcing, training, managing and engagement of volunteers on return
9. Describes how to contribute towards tackling the barriers to volunteering
10. Demonstrates the ability to ensure the safety of volunteers, i.e. a strong duty of care element to the long-term volunteering programme that ensures safe, appropriate and professional health volunteer sending
11. Volunteers must be appropriately qualified professionals with experience commensurate with identified roles
12. Volunteers, overseas for 6 months or more, must have clear objectives and deliverables aligned to the programme plan.
13. Demonstrates results and generates lessons learnt and good practice; Exhibits a willingness to share methodologies and be open to formal and informal evaluation; regular monitoring and reporting
14. Demonstrates the ability to manage a budget of between £200,000 to £1,500,000
15. Demonstrates value for money

Eligibility criteria

Core eligibility

Eligibility for HPS Volunteering Grants is contingent on meeting the following core eligibility criteria:

- All lead and further partners are eligible organisations/institutions (see 'Organisational/Institutional Eligibility' below)
- A track record of safe, appropriate and professional health volunteer sending and the ability to manage volunteers throughout their journey
- Ability to deliver an HPS Volunteering Grant over a 34 month period
- Ability to effectively disburse a budget of between £200,000 and £1,500,000 over the lifetime of an HPS Volunteering Grant

Organisational/Institutional eligibility

In order to be eligible as the **UK lead partner** you must be recognised as a health education, regulatory or healthcare delivery institution by the UK Department of Health or as a non-governmental organisation (NGO) registered with a relevant charitable regulatory body. Eligible organisations/institutions include:

- NHS Trusts, Health Boards and HSC Trusts
- Professional associations
- Higher education institutions
- Strategic Health Authorities
- NGOs

UK lead partners will be responsible for signing the grant contract and overall delivery and reporting for the HPS Volunteering Grant. It is essential that the UK lead partner has a track record of safe, appropriate and professional health volunteer sending, the ability to manage volunteers throughout their journey, has experience of leading development projects in less developed countries and has strong administrative and financial processes in place.

As part of the full application process, UK lead partners will be required to undergo an organisational/institutional assessment which covers financial, management, volunteering management and partnership capacity.



To be eligible as a further **UK partner** you must also be recognised as a health education, regulatory or healthcare delivery institution by the UK Department of Health or as a non-governmental organisation (NGO) registered with a relevant charitable regulatory body. Eligible organisations/institutions include:

- NHS Trusts, Health Boards and HSC Trusts
- Professional associations
- Higher education institutions
- Strategic Health Authorities
- NGOs

The role of further UK partners are to provide additional capacity and technical input to the delivery of an HPS Volunteering Grant or to provide specialised services.

In order to be eligible as a **Developing Country partner** you must be recognised as a health education, regulatory or healthcare delivery institution by your country's Ministry of Health or as a non-governmental organisation (NGO) registered with a relevant statutory body. Eligible organisations/institutions include:

- Government recognised health institutions
- Professional associations
- Health training institutions
- Ministry of Health departments and district or regional health offices
- NGOs

The role of developing country partners will be to coordinate development project activities and facilitate volunteer management within their country as well as to contribute towards needs assessment and associated financial and narrative reporting.

Important exclusions

Local non-governmental organisations are defined as organisations whose governance board and management are based in the developing country and have complete autonomy in their decision making. They must not be affiliated in any way to UK non-governmental organisations. Non-governmental organisations who do not meet this definition are not eligible for the scheme.

It is difficult to anticipate and define all exceptions and exclusions to eligibility. The Technical Review panel (TRP) will have the final decision on whether submitted concepts are in keeping with the spirit and overall goal of the HPS, even if they are not technically excluded from the above criteria.

Funding Restrictions

An HPS Volunteering Grant will fund:

- Travel
- Communication
- Training and other capacity development activity
- Volunteer costs
- Monitoring and evaluation
- Reasonable programme management costs

An HPS Volunteering Grant will not fund:

- Large infrastructural development
- Consumables
- Course fees
- Backfill for UK volunteers
- Staff salaries (with the exception of programme management staff)

Selection Process

Concept papers must be submitted using the concept paper application form on or before **17th October 2011**. Completed forms should be submitted via email to hps@thet.org

Concept papers will be reviewed and shortlisted by THET based on how effectively the concept meets the **HPS Volunteering Grant Requirements** set out above.

All applicants will be contacted regarding the outcome of their submission within 2 weeks of the submission deadline. Shortlisted applicants will be invited to submit full applications. The deadline for full applications is **19th December 2011**.

Completing the concept paper application form

1. Volunteering

1.1

Describe the key contextual issues, including the policy and operational environment, that are relevant to successfully implementing your long-term volunteering programme. Please reference papers and policies relevant to barriers and incentives to volunteering. Please do not exceed the word limit of 400 words.

1.2

Briefly outline the UK lead partner's track record at implementing long-term volunteering programmes in developing countries. Be mindful of points relating to volunteering in **HPS Volunteering Grant Requirements** above. Please do not exceed the word limit of 400 words.

1.3

Describe how partnerships will play a part in sourcing volunteers for your long-term volunteering programme. Be mindful of points relating to partnerships in **HPS Volunteering Grant Requirements** above. Please do not exceed the word limit of 400 words.

2. Assessment of need

2.1

Describe the problem that your long-term volunteering programme is aiming to address. Include the key contextual issues that are relevant to this application. The problem you identify should be directly related to the goal of your long-term volunteering programme – see **3. Programme Plans**. Please do not exceed the word limit of 400 words.

2.2

What needs assessment has been undertaken in order to develop this concept? Who was involved? When was it done? Please do not exceed the word limit of 400 words.

2.3

Describe how your long-term volunteering programme will contribute to meeting Millennium Development Goals 4, 5, 6 targets, particularly in poor and rural areas. Please include an estimate of the number of volunteers you plan to send over the lifetime of the programme and the average length of time they will spend overseas. Please do not exceed the word limit of 400 words.

3. Programme plans

3.1

Describe the goal of your long-term volunteering programme. Your goal should be directly related to the problem you identified in **2. Assessment of need**. Your description should be no more than one or two sentences.

3.2

Summarize the activities that will lead to your programme's outputs, i.e. the direct tangible results that you expect to achieve.

Describe the outcomes of these results, i.e. the changes in behaviour or practice you expect to achieve.

These changes in behaviour or practice should contribute to the achievement of your goal. Please do not exceed the total word limit of 400 words.

Please remember to relate your activities, results and changes in behaviour and practice to the objectives set out in **HPS Volunteering Grant Objectives** above.

4. Methodology

4.1

Describe how you plan to implement your long-term volunteering programme. You have described *what* your long-term volunteering programme will do and *why* in your **Programme Plans**. Now describe *how* you plan to implement your long-term volunteering programme. Please do not exceed the word limit of 200 words.

5. Details of organisations/institutions

Please list the name and contact details of each UK and developing country partner and describe the contribution they will make to the overall development and delivery of an HPS Volunteering Grant. PLEASE NOTE: if your concept has more UK and developing country partners than space provided in the application form, please include additional partners on a separate sheet.