

1 PURPOSE

In 2018, THET conducted a Volunteer Placement Feasibility Study in Zambia which outlined the global health volunteering landscape in Zambia and formulated recommendations around placement design and delivery in the country. Moreover, it identified facilities for possible placements. Based on the information collected from the study as well as the desire for overseas volunteers expressed by Zambian partners on the ground, THET developed a pilot project for volunteer placements in 2019 in which two paediatricians were placed in facilities on the outskirts of Lusaka. This pilot is continuing in 2020 and will this year include volunteer bursaries.

Volunteer bursaries are designed for health partnerships with a history of implementing capacity development projects within Zambia, that have identified a specific area for capacity development in a Zambian health delivery institution which could be supplemented through the placement of a long-term volunteer or volunteers from the UK. Partnerships have the opportunity to bid for volunteer bursaries of up to £10,000 for volunteering placements of a minimum of three months.

The partnership must be able to show that the volunteer(s) will add value and help achieve outcomes and benefits for the health partnership, and the volunteer(s) themselves. The focus of these bursaries can be on any health theme but must focus on capacity development of Zambian health workers or those training them.

2 SIZE AND DURATION

Bursaries are available for a minimum of three months' overseas placement.

Each bursary can be a maximum of £10,000 in value. Applications will be judged on value for money so please ensure that the size of the bursary adequately reflects the length and geographical location of the placement.

3 CORE REQUIREMENTS AND RESPONSIBILITIES

Core Requirements:

- Applications must be made by the UK or Zambian lead within an existing health partnership that have implemented projects together previously in the facility in which the volunteer will be placed.
- Volunteers must be placed in a Zambian health delivery institution
- Volunteers cannot be placed in the University Teaching Hospital, Lusaka as this project seeks to support capacity development outside usual areas of intervention.
- Volunteers must volunteer overseas for a minimum of three consecutive months.
- Volunteers must have clear terms of reference with clear objectives and activities aligned to the partnership's aims. These objectives and activities should lead to clear results and generate lessons learnt and good practice.
- Volunteer objectives should be linked to the capacity development, training or mentoring of Zambian health care workers.

- Volunteers must have a minimum of 2 years' post-qualification experience. Doctors must be ST4 or above, unless the project can demonstrate a clear rationale for otherwise, and that suitable supervision will be provided. Health managers and others not clinically qualified must be appropriately qualified or experienced.
- Partnerships must be able to demonstrate relevant processes and policies to support volunteers and provide adequate duty of care.

Responsibilities of the UK lead partner:

- Signing the volunteer bursary contract with THET
- Receiving bursary funds and managing them in accordance with the contract
- Maintaining financial records
- Reporting on finance and bursary activity to THET
- Ensuring grant finances are audited as part of the institution's annual audit
- Taking responsibility (as laid out in the contract) for all security, insurance and registration matters related to those travelling/working on behalf of the project
- Demonstrating safeguarding compliance, including having a safeguarding policy and ensuring that volunteers have read and will abide by it.

4 PROJECT REQUIREMENTS

If the core requirements are met, applications will then be judged throughout the application process against the following criteria:

- The bursary is time-bound and the proposed activities are deliverable by 31st March 2021
- The partnership clearly demonstrates a need for a long-term volunteer and how this type of intervention will result in measurable outcomes for the partnership.
- The approach to the project is appropriate and relevant to the local context
- The partnership shows how they will evidence the volunteer's contribution to the project and partnership, as well as their own personal and professional development
- The project demonstrates value for money

5 FUNDING RESTRICTIONS

Volunteer Bursaries will fund:

- Travel and associated costs, e.g. national and international economy class travel, travel insurance (if not already covered by a central institution policy), accommodation, subsistence, visas and vaccinations
- Bank charges for transfer of funds
- Monitoring, evaluation and learning costs related to the volunteer placement
- Communications costs (telephone, teleconferencing, video conferencing, etc.)
- Reasonable volunteer management costs, e.g. recruitment, induction and communications

Volunteer Bursaries will not fund:

- Backfill funding for UK volunteers
- Staff salaries for permanent staff, including any hired as a consequence of the project (but see above with regard to volunteer management and support costs)
- Entertainment costs
- Costs relating to the delivery of health services
- Sitting allowances (for individuals to attend training)
- First or business class travel
- Capital costs
- Equipment and consumables

6 APPLICATION AND SELECTION PROCESS

Please read the below outline for THET's selection process carefully.

15 th April	Call for applications
15 th July	Application submission deadline
1 st August	Review by selection group and grants awarded
	Contracts issued and signed
15 th August	Grants begin

Applicants should complete their project outline and budget collaboratively and submit to application@thet.org by midnight of **15th July**. Applications received after this date will not be considered.

All information should be included in the body of the project outline and budget. Additional documents or footnotes will not be considered by the selection panel.

If you do not receive an acknowledgement from us within 48 hours, please assume we have not received your application and re-submit.

Applications will be reviewed by the Country Programmes Team against the eligibility criteria and grant requirements listed above, and applicants will be informed of the outcome within four weeks of the application deadline.

Project development is a consultative process with THET. Applicants must be willing to engage in this process.