

## **BSU II SUZA**

### **PROJECT OUTLINE**

#### **1. Strategic choice of thematic areas for BSU II partnerships:**

- i. Environmental/Public health this including issues such as : (a) food safety (b) waste management (c) water quality and sanitation (d) dengue fever as well as (e) mental health (School of Natural Sciences in collaboration with School of Health and Medical Sciences)
- ii. Environmental sciences/studies: Department of Natural Sciences & Department of Social Sciences. The theme covers areas of (a) environmental conservation & protection, (b) coastal resources management, (c) land use and (d) energy.
- iii. ICT in education with the focus in (a) e-learning in education; (b) social media for research, learning and teaching (c) Technological support for higher education. These would be implemented under the school of education.

#### **2. Up scaling thematic foci for entire University**

Key issues identified in these three main thematic foci are linked to the current research agenda that guides the State University of Zanzibar. In this regard, focussing on these strategic areas will not only enhance the SUZA capability to do research but also is a means to achieve its research agenda. In this way, SUZA will have opportunity to use its research capability to contribute to the efforts to reduce poverty and improve the life standards through relevant research to the wider society in Zanizbar.

It is also important to know that, themes will be implemented under the department levels, meaning that, for each key theme the department will spearhead the implementation of the activities. This will enhance participation of academic and non-academic staff as per their own areas of concern.

Lastly, SUZA BSU II organization is structured in a such a way that the University Management is inherently part of the project for which SUZA will ensure the results are having impact for the University and Society in general.

#### **2. Envisaged outputs**

##### **Immediate Objective 1: SUZA Research policies, strategies, organization and research processes improved**

*Output 1.1 SUZA research capacities in the area of environmental/public health and environmental sciences/studies enhanced such that academic staff can produce better quality*

*research proposals as well as applying quality standards in supervising the students and in the research conducted under their own departments.*

- i. 1 full PhD study with under 40 years employed staff to strengthen knowledge base and ability of SUZA departments to participate in quality research in one of the three thematic area.
- ii. Staff participate in international conferences/seminars/workshops to present the research and or learn about research skills from other researchers on the above three thematic areas.
- iii. Development of research project proposals and baseline/pilot studies on issues of food safety, environmental conservation and protection, coastal resources management, water quality and sanitation, energy, mental health and dengue fever; e-learning in education; social media for research, learning and teaching.
- iv. Established research-based collaboration with south-based and/or north-based researchers.
- v. Research management and fund raising skills enhanced and a number of grant applications jointly prepared and submitted;

*Output 1.2: The Centre for Graduate studies and Research and Quality Control Section manage better and implement the quality standards and criteria for graduate education and research through:*

- i. Joint development and or improvement of SUZA Policies, Guidelines, protocols and support systems regarding Graduate studies, research and PhD thesis for approval and application.
- ii. Enhancing staff's graduate/PhD supervisory skills.
- iii. Gender mainstreaming policy developed and approved.
- iv. Faculty exchange policy and guidelines established.

*Output 1.3: SUZA outreach services established*

- i. SUZA competency profile developed, which include qualifications, research interests areas and capabilities of the SUZA academic staff to easily communicate services SUZA can offer to the general society and interested parties.
- ii. Outreach policy developed and approved.
- iii. Joint training with Danish institution to improve SUZA academic staff capacity to communicate research results dissemination to decision makers and the public.
- iv. Community outreach services based on selected issues of the above three thematic areas are provided to enable drafting of community outreach policy and its approval. Areas of test will be: solid waste management, water and sanitation services as well as food safety and hygiene.

## **Immediate Objective 2: Strengthening University-wide Services and Facilities that Support Research**

Output 2.1: The financial management system and capacity strengthened to satisfy international standard, and finance staff trained on grant management.

- i. Local training on grant management
- ii. Study tours to other regional university to see the financial practices.
- iii. Purchase (upgrade) latest version of accounting software ( quick book for multi-user's)
- iv. Revision of business processes pertaining to financial and grant management
- v. Training, on-the-job training and supervision of staff involved in financial and grant management

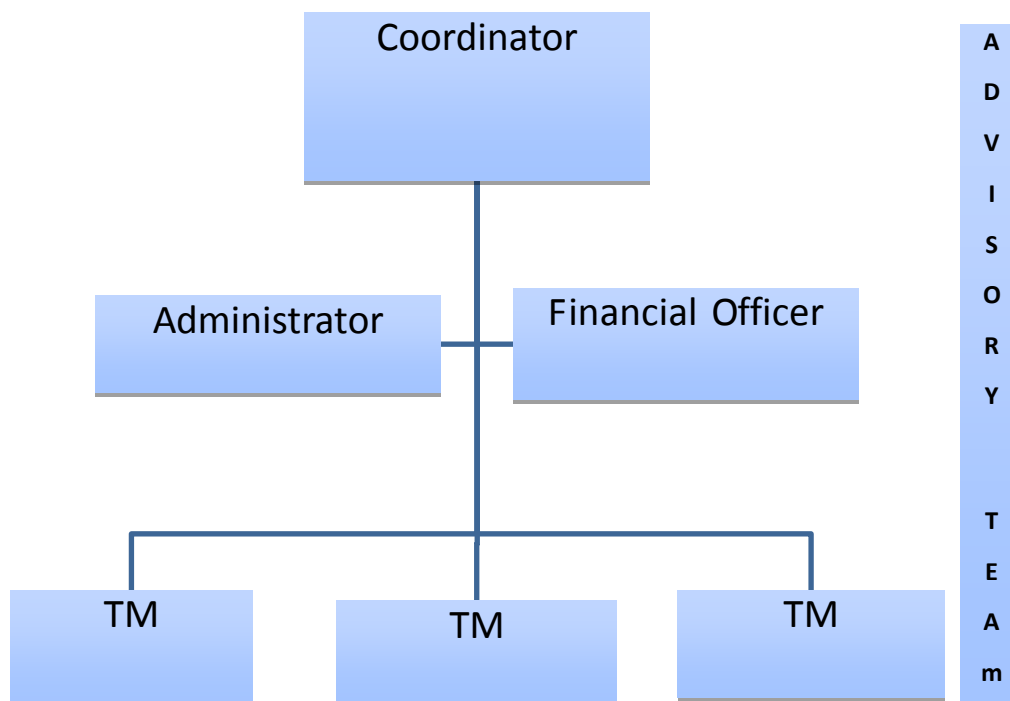
Output 2.2: SUZA library services upgraded to provide direct access to international research database through:-

- i. Library staff are trained in acquisition from and management of international database through joint collaboration with North institution to improve research and teaching in SUZA.
- ii. SUZA online catalogue and services for students/researchers are improved by increase access to various international journal.

Output 2.3: Laboratory facilities strengthened so that they are operational and accessible to students and researcher to facilitate research and learning in areas relevant to first two thematic areas. This will include:-

- i. Research Lab equipments installed
- ii. Lab protocols developed
- iii. 3 Lab technicians trained
- iv. Lab accreditation
- v. Laboratory maintenance services provided

### 3. Management structure and institutional anchoring



- Key project staff
  - i. Coordinator – Prof. Hamad H. Issa, Dean School of Natural Sciences
  - ii. Administrator – Mr. Pandu K. Pandu, Planning Officer
  - iii. Financial Officer – Mrs. Amina A. Mohammed
  - iv. Task Managers (TM) – Prof. Moh'd A. Sheikh, Mr. Idrissa Y. Hamad and Ms. Fatma H. Saleh
  - v. The advisory team: Prof. Idris A. Rai (Vice Chancellor), Dr. Haji Mwevura (DVC - Academic) and Ms. Rukia Hamad (Head of Finance Section)

The project will be organised as follows:

- BSU II will be administered under the Centre of Graduates Studies and Research.
- There will be a BSU II coordinator who will be responsible for handling the communication with the Danish lead partner, Danida Fellowship Center (DFC), the University management and as relevant DANIDA and the Danish Embassy in Tanzania. The BSU II task managers, BSU financial officer and the BSU administrator will report to him.
- Once activities are ongoing, communication with the Danish partners will be done by the TMs and will inform BSU II for each communication.
- To maximize BSU II integration into university practice, TMs will also file their communication to the responsible dean as well as head of Center for Graduates Studies and Research.
- There will be a BSU Administrator who, in collaboration with BSU financial officer, will be responsible for day-to-day management of the program, follow up on BSU activities, ensure that financial performance, Project monitoring as well as reporting is done timely, comprehensively and according to the quality criteria set by DANIDA. The BSU Administrator will support the task managers as required to ensure progress.
- There will be task managers (TM) who will be responsible for managing that outputs are achieved and activities performed, including managing the resources allocated.
- Overall BSU II implementation, monitoring and reporting to DANIDA will be the responsibility of BSU II Coordinator, who will be the change of the Meetings of the Management Team. BSU II Coordinator will also report to Vice Chancellor.
- In addition, there will be an Advisory Group composed of senior staff who will act as overseers and advisers around BSU II implementation, financial management,

and BSU III preparations. These include the SUZA Vice Chancellor, DVC Academics and Head of Finance Department.

#### 4. Key expectation to partners, other concerns and risks

- Key expectations to prospective Danish University partner(s)
  - Have experience of partnership with South institutions. Key members of the team should preferably have specific experience collaborating with SUZA .
  - Be able to communicate with SUZA team frequently or whenever necessary, through different channels including telephone calls, emails, and Skype.
  - Willing and be able to meet with SUZA team whenever the needs arise, subject to early agreements on suitable time periods.
  - Work closely, collaboratively and timely with SUZA team.
  - Be prepared to work both as a partner and a mentor to the team.
  - Provide technical assistance and necessary advice to the team to ensure smooth development and implementation of the project activities.
  - Eager to make sure that the expected results are achieved.
  - Should demonstrate competence and show interest in the SUZA focal themes (i.e. environmental/public health, environmental science/studies and e-learning in education).

#### 5. Possible Risks and mitigation measures

Risk factor	Likelihood	Impact	Mitigating measures	Combined Residual Risk
Low commitment from the institution and key staff members as staff may be given other responsibilities and have less time to engage in BSU II activities and have insufficient incentives to uphold BSU II project	Likely	Significant	Reduce project staff workload  Provide incentives in terms of salary or honoraria to key project staff (part of university practice), within the limits for funding of such costs as stipulated by the BSUII regulations.	Minor

Financial risks over management of the grant.	Likely	Major	Financial management system will be installed and finance staff will be trained.	Minor
Failure to attract any Danish partner university.	Unlikely	Major	Project outline to be prepared in such a way as to ensure expected outputs are clearly stated and are aligned with specified thematic foci.	Minor
Failure to establish strong partnerships as the level of competency between North and South partners differs	Likely	Significant	Efforts should be made to develop mutual relationships/partnerships.	Minor
Poor coordination between the BSU II management team and the overall university administration.	Unlikely	Significant	The BSU II team members are aware of the critical role of working together. Also, the BSU II team is placed under the Center for Graduate School and Research to strengthen it and will be working within the existing university structure and not as an isolated unit.	Minor

## 6. Process Action Plan

Activity	Output	Responsible	Deadline
Communicate with the partner(s)	Have a agreement for partnership signed	Project Coordinator/SUZA team and the partner	May 30th
A 3 days planning workshop with the partner(s)	Prepare a work plan and decide on timelines.	Project Coordinator/SUZA team and the partner	5 June 2014
Revise project outputs	Revised and consolidated outputs through discussion between SUZA task managers and Danish partners.	SUZA and Danish University partner	20 June 2014

	The agreed refinement of the thematic and outputs to be worked out.		
Prepare activity plans and a detailed budget for both SUZA and Danish funds.	The detailed plan and budget in place and agreed.	SUZA and Danish University Partner	20 June
Prepare a monitoring and result frameworks and indicators	Framework in place	SUZA and Danish University partner, Monitoring consultant	30 July 2014
Design and adapt financial management arrangements and procedures for the handling of the BSU II funds.	Have important financial management and procedures established to handle BSU II fund.  Ask for the assistance from DFC	SUZA BSU II team and DANIDA financial department.	10 August 2014
Write an inception report	Completed report	SUZA and Danish University partner	20 August 2014
Prepare an implementation plan/work plans	Work plans for each output in place with clear activities and timelines.	SUZA and Danish University partner	30 August 2014

## 7. Indicative budget

<i>IO 1: Research policies, strategies, organisation and research processes improved.</i>	<b>Budget ( DKK)</b>	
	South	North
<b>Output 1.1</b> <i>SUZA research capacities in the area of environmental/public health and environmental sciences/studies enhanced such that academic staff can produce better quality research proposals as well as applying quality standards in supervising the students and in the research conducted under their own departments</i>		<b>1,686,666</b>

Activities	i. Train 1 PhD	673,040	
	ii. Participate in international conferences/seminars/ workshops	152,720	
	iii. Develop research grants proposals	1,408,000	
	iv. Establish research collaboration	120,960	
	v. Enhance research management and fund rising skills	161,280	
<b>Total</b>		<b>2,402,280</b>	
<b>Output 1.2</b> <i>The Centre for Graduate studies and Research and Quality Control Section manage better and implement the quality standards and criteria for graduate education and research through:</i>			<b>280,000</b>
Activities	i. Strength SUZA policies, guidelines and protocol	148,000	
	ii. Enhance staff's supervisory skills	58,480	
	iii. Develop Gender mainstreaming Policy	65,000	
	iv. Faculty exchange policy and guidelines	54,640	
Total		<b>326,120</b>	
<b>Output 1.3</b> <i>SUZA outreach services established</i>			<b>600,000</b>
Activities	i. Develop SUZA competency profile	50,320	
	ii. Develop SUZA outreach policy	70,480	
	iii. Build capacity on research results dissemination	100,800	
	iv. Provide community outreach services	570,000	
<b>Total</b>		<b>791,600</b>	
<i>IO 2: University-wide services and facilities to support research activities strengthened.</i>			
Output 2.1 The financial management system and capacity strengthened to satisfy international standard, and finance staff trained on grant management.			
Activities	i. Local training on grant management	19,200	



	ii. Study tours to other regional university to see the financial practices.	16,800	
	iii. Purchase (upgrade) latest version of accounting software ( quick book for multi-user's	12,000	
<b>Total</b>		<b>48,000</b>	
Output 2.2 SUZA library services upgraded to provide direct access to international research database			<b>40,000</b>
	i. Train staff	37600	
	ii. Increase online access	56,400	
<b>Total</b>		<b>94,000</b>	
Output 2.3 Laboratory facilities strengthened so that they are operational and accessible to students and researcher to facilitate research and learning in areas relevant to first two thematic areas			<b>60,000</b>
Activities	i. Install research lab equipments	270,000	
	ii. Develop lab protocol	10,380	
	iii. Train lab technicians	23,660	
	iv. Lab accreditation	6,920	
	v. Provide laboratory maintenances services	27,040	
<b>Total</b>		<b>338,000</b>	
Over head		320,000	533,333
Coordination Activities		480,000	
<b>Total</b>		<b>4,800,000</b>	<b>3,200,000</b>

## **Annex 1: Overview of the University**