



RUFORUM 21ST ANNUAL GENERAL MEETING 2025

CONCEPT NOTE

Building Institutional Capacity: Proposal Writing and Management Skills for Post-Doctoral Fellows



THEME

Positioning Africa's Universities and the Higher Education Sector to effectively impact development processes on the continent

Hosts:

The Government of Botswana and
RUFORUM member Universities in Botswana led by Botswana University of
Agriculture and Natural Resources

Venue:

BWUAN Block 311/CLH0

Date: 24-28 November 2025

Time: 8:30-17:00 CAT SAT

Contact: Dr Runyararo Jolyn Rukarwa r.rukarwa@ruforum.org

Background

As part of its mission to strengthen higher education in Africa, the Regional Universities Forum for Capacity Building in Agriculture (RUFORUM) implements skills enhancement workshops targeting university faculty, students, and stakeholders. Between 2013 and 2019, RUFORUM successfully mobilized teams to respond to the Erasmus+ Capacity Building in Higher Education (CBHE) programme, resulting in seven funded projects that supported academic mobility for 253 Master's students, 110 PhD candidates, and 45 academic staff.

Building on this success, RUFORUM supported the development of proposals under the 2024 Intra-Africa Academic Mobility Call, with two projects selected for funding. With the 2025 CBHE Call now closed, RUFORUM member universities are positioning themselves early for the anticipated 2026 Call. This training workshop is part of that strategic preparation.

Objectives

The workshop aims to:

1. Equip post-doctoral scholars and university stakeholders with skills to develop competitive grant proposals in response to the anticipated 2026 CBHE Call.
2. Strengthen institutional capacity for effective implementation, monitoring, and reporting of academic mobility initiatives.
3. Share lessons from ongoing projects to inform future proposal design and alignment with mobility scheme priorities.

Approach

The workshop will be delivered through a blend of:

1. Expert-led sessions on proposal writing, budgeting, and project design
2. Case studies from successful RUFORUM-supported projects
3. Peer review and feedback on draft proposal concepts
4. Interactive discussions on managing academic mobility programmes
5. Practical exercises on aligning proposals with donor priorities and institutional strategies

Expected Outcomes

By the end of the workshop, participants will:

- Understand the structure and requirements of the Erasmus+ CBHE and related mobility schemes aligned with the 2026 Call

- Be better equipped to manage and track academic mobility projects
- Contribute to institutional efforts in resource mobilization and partnership development

Participants

The workshop will target:

1. Post-doctoral scholars from RUFORUM member universities
2. University grants officers and project managers
3. Academic staff involved in curriculum development and internationalization
4. Representatives from institutional planning and research offices

Venue: BWUAN Block 311/CLH0
Registration Link: XXXX
Session Chair: XXXXXX
Rapporteurs: XXXXXXXXXXXXXXXX
Dates: 24-28 November 2025

Agenda: The workshop is divided into several blocks with plenary sessions, topical presentations, peer review and group work:	
Block 1	Introduction; Presentation of proposal ideas; Call analysis
Block 2	Critical discussion on proposal ideas; Reflection on past Calls; Situation analysis; Needs assessment; Stakeholder analysis; SWOT analysis of proposed consortia
Block 3	Logical framework of proposal; Impact pathway; Risks
Block 4	Calendar; Budget
Block 5	SWOT analysis of the proposal
Block 6	Logistics; Staffing; Consortium co-ordination
Block 7	Sustainability; Communication
Block 8	Completion Application Form; Submission mechanism
Block 9	Analysis of status Application Form; Follow-up
Organisation: RUFORUM Facilitation: Gerard den Ouden	