



## *African Quality Assurance Network (AfriQAN)*

### 2021/2022 Proposed Work Plan for Capacity Building for African Quality Assurance Agencies & Higher Education Institutions

#### Work Plan

The 2021/2022 Work Plan (that is, October 2021 – September 2022) is expected to cover the following activities:

1. Institutional Review: There will be an Institutional Review of AfriQAN in order to strengthen its independence, functioning and organizational setup. This review will be funded by UNESCO, Paris, France.
2. QAHEL Workshop: The Quality Assurance for Higher Education (QAHEL) Workshop series is expected to sensitize the vice chancellors, rectors, and presidents of African higher education institutions, as well as chief executive officers of national regulatory agencies and director generals with respect to promoting quality culture on campus. The CEOs of African quality assurance agencies will also be encouraged to attend.
3. Best Practices Workshop: The Best Practices Workshop series is expected to strengthen the skills of the quality assurance staff of national quality assurance agencies and African higher education institutions with respect to enable deliver effectively and efficiently their functions as quality assurance personnel.
4. AfriQAN Workshop Series: Quality Assurance, teaching and learning in the context of COVID 19: Towards African continental collaboration. The events are organised by CNAQ, as the AfriQAN Board (CNAQ and ANAQ-Sup), with support from the AfriQAN Secretariat and with financial assistance from HAQAA2. The First Virtual Workshop was held on Thursday, 16th September 2021. More of these workshops will be organized in 2022.
5. AfriQAN workshops with RAFANAQ and ASG-QA dissemination activities: QA events will be organized between AfriQAN and RAFANAQ to serve the Francophone audience. These workshops are expected to be virtual/face-to-face and will bring together

QA practitioners and experts from Francophone African countries. Dissemination activities will also be held.

6. Staff Exchange: This activity aims to strengthen the quality assurance staff of emerging quality assurance agencies on the continent with the skills and knowledge to manage their outfits by spending time with more established regulatory bodies.

7. Peer Review: In other to assure quality and promote international competitiveness on quality assurance, national quality assurance agencies will be peer reviewed voluntarily by internationally renowned quality assurance experts. The results will be published for the benefit of other agencies.

8. Participation at QA Events: Important QA events in Africa and beyond will be attended and presentations made, where possible in the course of the year. The AfriQAN President will be supported to represent the Network at key QA events during the period.

9. Institutional Reviews: National regulatory agencies will be supported in their institutional reviews via recruitment and deployment of QA experts (only roundtrip economy tickets will be funded up to a maximum of four experts during the year).

10. Improving AfriQAN Visibility, Communication and Advertisement Strategy: A holistic approach will be pursued, which includes use AAU Regional Offices; AAU TV, update of AfriQAN website; major regional events (workshops/conferences/seminars) of CAMES, SAQAN and other partner organisations; AfriQAN Newsletters; AfriQAN flyers in English & French (alongside each other) per page; webinars; and networking policy.

11. Events with Key Partners: AfriQAN will be collaborating with QA and higher education organizations in the course of the year to hold various events. These partners include OBREAL Global, DAAD, ENQA, SAQAN, CAMES, WAQAN, networks (RAFANAQ, EAQAN), etc.

12. AfriQAN General Assembly & Executive Board Meeting: It is envisaged that AfriQAN will raise sufficient funding from development partners to hold physical General Assembly and Executive Board Meeting in 2022. As has been done previously, if funding is not available, the events can be held virtually.

13. AfriQAN Personnel: In order to ensure that AfriQAN is visible as a separate organization with its own identity, it has to have a full-time Coordinator recruited by the AfriQAN Executive Board and answerable to the President of AfriQAN. This post is captured in the Constitution of AfriQAN and the Coordinator should be responsible for the day-to-day management of the Network's activities including writing fundable proposals and canvassing for membership. The Coordinator should be supported by other part-time staff including national service personnel.

**N.B.: It is important that any activity to be conducted within the framework and on behalf of AfriQAN be validated and monitored by the Board of Directors.**

## Budget Breakdown

Description of Activity/Item	Number of Staff or	Rate or Unit	Total
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		Days or Events	Cost (US\$)	(\$US)
<b>1</b>	<b>QAHEL WORKSHOP</b>			
1.1	Travel (Economy Class) for 2 participants (one resource person and AfriQAN Coordinator) @ 1,000 per person	2	1,000	2,000
1.2	Perdiem for 2 @ US\$150 x 4 days	2	150	1,200
1.3	Facilitator/Rapporteur/Interpretation for 1 @ US\$2,000	1	2,000	2,000
1.4	Expendable materials, photocopying, photography, conference package, hiring of conference hall for 4 days @ \$500 per day, etc.	Lump sum		6,000
1.5	Two Tea Breaks & One Lunch per day x 3 days @ \$30 per day per person x 40 x 3	120	30	3,600
<b>1.6</b>	<b>SUB-TOTAL</b>			<b>14,800</b>
<b>2</b>	<b>BEST PRACTICES WORKSHOP</b>			
2.1	Travel (Economy Class) for 2 participants (one resource person and AfriQAN Coordinator) @ 1,000 per person	2	1,000	2,000
2.2	Perdiem for 2 @ US\$150 x 4 days	2	150	1,200
2.3	Facilitator/Rapporteur/Interpretation for 1 @ US\$2,000	1	2,000	2,000
2.4	Expendable materials, photocopying, photography, conference package, hiring of conference hall for 4 days @ \$500 per day, etc.	Lump sum		6,000
2.5	Two Tea Breaks & One Lunch per day x 3 days @ \$30 per day per person x 40 x 3	120	30	3,600
<b>2.6</b>	<b>SUB-TOTAL</b>			<b>14,800</b>
<b>3</b>	<b>AfriQAN WORKSHOP SERIES WITH CNAQ and ANAQA-Sup</b>			
3.1	Advertisement and Marketing of 4 Virtual Workshops	4	500	2,000
3.2	Organization of 4 Virtual Workshops	4	1,000	4,000
3.3	Expert Fees for 4 Workshops x 2	4	500	4,000
<b>3.4</b>	<b>SUB-TOTAL</b>			<b>10,000</b>
<b>4</b>	<b>AfriQAN WORKSHOPS WITH RAFANAQ</b>			
4.1	Advertisement and Marketing of 4 Virtual Workshops	4	500	2,000
4.2	Organization of 4 Virtual Workshops	4	1,000	4,000
4.3	Expert Fees for 4 Workshops x 2	4	500	4,000
<b>4.4</b>	<b>SUB-TOTAL</b>			<b>10,000</b>
<b>5</b>	<b>TRAINING AND STAFF EXCHANGE PROGRAMME</b>			
5.1	Travel (economy roundtrip) for 4 QA agency/department staff to other QA agencies	4	1000	4,000

5.2	Accommodation – 10 days x 4 persons @US\$150/day	4	1500	6,000
<b>5.3</b>	<b>SUB-TOTAL</b>			<b>10,000</b>
<b>6</b>	<b>PEER REVIEW OF AFRICAN QA AGENCIES</b>			
6.1	Travel @ 1000 x 2 experts	2	1000	2,000
6.2	Expert Fees for 2 @ US\$150 x 2 days	2	150	600
6.3	Board and lodging for 2 @ US\$232 (Nigeria) x 2 days	2	232	928
6.4	Translation and publication of reports into French and English @ 100 pages per report	200	22	4,400
<b>6.5</b>	<b>SUB-TOTAL</b>			<b>7,928</b>
<b>7</b>	<b>PARTICIPATION/PRESENTATION AT QA EVENTS</b>			
7.1	Travel/Accommodation/Feeding at events	Lump sum		10,000
<b>7.2</b>	<b>SUB-TOTAL</b>			<b>10,000</b>
<b>8</b>	<b>RECRUITMENT AND DEPLOYMENT OF QA EXPERTS FOR INSTITUTIONAL REVIEWS</b>			
8.1	Travel @ 1000 x 4 experts	4	1000	4,000
<b>8.2</b>	<b>SUB-TOTAL</b>			<b>4,000</b>
<b>9</b>	<b>STRENGTHENING AfriQAN VISIBILITY AND COMMUNICATION</b>			
9.1	Travel/Accommodation/Feeding at key meetings with government officials, development partners, etc.	Lump sum		10,000
<b>9.2</b>	<b>SUB-TOTAL</b>			<b>10,000</b>
<b>10</b>	<b>MISSIONS OF AfriQAN PRESIDENT TO QA EVENTS</b>			
10.1	Travel/Accommodation/Feeding	Lump sum		10,000
<b>10.2</b>	<b>SUB-TOTAL</b>			<b>10,000</b>
<b>11</b>	<b>ORGANIZATION OF 2022 AfriQAN GENERAL ASSEMBLY</b>			
11.1	Travel (Economy Class) for 30 participants (AfriQAN Executive Board Members & AfriQAN Members and AfriQAN Staff) @ 1,000 per person	30	1,000	30,000
11.2	Perdiem for 30 @ US\$150 x 4 days	30	150	18,000
11.3	Expendable materials, photocopying, photography, conference package, hiring of conference hall for 4 days @ \$500 per day, etc.	Lump sum		6,000
11.4	Two Tea Breaks & One Lunch per day x 3 days @ \$30 per day per person x 40 x 3	120	30	3,600
<b>11.5</b>	<b>SUB-TOTAL</b>			<b>57,600</b>
<b>12</b>	<b>ORGANIZATION OF 2022 AfriQAN EXECUTIVE BOARD MEETING</b>			
12.1	Travel (Economy Class) for 10 participants (AfriQAN Executive Board Members and AfriQAN Staff) @ 1,000 per person	10	1,000	10,000
12.2	Perdiem for 10 @ US\$150 x 2 days	10	150	3,000
12.3	Expendable materials, photocopying, photography, conference package, hiring of conference hall for 2 days @ \$500 per day, etc.	Lump sum		2,000

12.4	Two Tea Breaks & One Lunch per day x 2 days @ \$30 per day per person x 10 x 2	10	30	600
<b>12.5</b>	<b>SUB-TOTAL</b>			<b>15,600</b>
<b>13</b>	<b>EVENTS WITH OTHER PARTNERS</b>			
13.1	Co-organization of Workshops and other events on Quality Assurance, Harmonization and related activities	Lump sum		10,000
<b>13.2</b>	<b>SUB-TOTAL</b>			<b>10,000</b>
<b>14</b>	<b>PERSONNEL COST</b>			
14.1	Recruitment and Salary of Coordinator	12	5,000	60,000
14.2	Contribution to Salaries of 3 Support Staff	Lump sum		20,000
<b>14.3</b>	<b>SUB-TOTAL</b>			<b>80,000</b>
	<b>TOTAL</b>			<b>260,728</b>
<b>15</b>	<b>10% INSTITUTIONAL SUPPORT TO THE AFRICAN QUALITY ASSURANCE NETWORK (AfriQAN) SECRETARIAT AT AAU</b>			<b>26,073</b>
<b>16</b>	<b>GRAND TOTAL</b>			<b>286,801</b>