

administrators, students, and persons responsible for educational oversight.

Project Objectives

Proposals should outline a practical strategy to assist faculty at pedagogical institutes to develop new curricular and instructional materials for the pre-service training of social studies teachers and to pilot test and disseminate the curriculum in pedagogical institutes and teacher training centers throughout Azerbaijan. (Please see the "Project Objectives, Goals and Implementation" (POGI) for information on the pedagogical institutes in Azerbaijan). Proposals that introduce "standards-based" curriculum development approaches are encouraged. For examples of standards-based curriculum see the National Council for Accreditation of Teacher Education (<http://www.ncate.org>) or the National Council for the Social Studies (<http://www.socialstudies.org>). This project will include the following three phases of activity: Recruiting and selecting Azerbaijan participants; coordinating a U.S.-based training workshop; and testing and publishing the curricular materials. (Full details for each project phase are contained in the POGI).

Selection of Topics

Applicants should suggest in their proposal the process for selecting the specific topics to be developed by the Azerbaijan participants. Final determination of appropriate topics will be made in consultation with the Azerbaijan project participants before the start of the U.S. based curriculum development workshop. Proposals should include a detailed plan for collaboration with local Azerbaijan pedagogical institutes and should include a recruitment plan that encourages participation by faculty from all six major pedagogical institutes.

Proposals should demonstrate an understanding of the issues confronting social studies education in Azerbaijan as well as expertise in pre-service teacher education and curriculum development. The Bureau encourages applicants with the ability to coordinate and to monitor locally the implementation of all Azerbaijan-based, Phase III project activities (pilot testing, teacher training, dissemination and publishing).

Guidelines

Project Planning and Implementation

Grant Duration. Grant activities should begin on or around August 1, 2003 and should last approximately thirty-six months.

Planning. In Phase I, the grantee will undertake work in Azerbaijan over a period of 3–6 months to prepare for the subsequent phases of the project. The U.S. grantee organization will conduct a planning trip to Baku for initial consultations. The planning trip should not exceed two weeks in length. The U.S. grantee organization will communicate with local pre-service educators or representatives of a local NGO active in the education sector and the Public Affairs Section of the U.S. Embassy in Baku to coordinate recruitment and selection of Azerbaijan educators to serve on a curriculum development team. The U.S. applicant should specify in the proposal an NGO or other group of Azerbaijan educators with whom the U.S. applicant proposes to work. After the curriculum team has been selected, in consultation with specialists from the grantee organization and local Azerbaijan pre-service educators, the members of the curriculum development team will assess existing pre-service education curricula, middle school social studies curricula and related teaching materials already used in Azerbaijan, and U.S. materials in the context of the needs of pre-service teachers in Azerbaijan. Based on the analysis of this information, the curriculum development team will select the topics to be covered in the curriculum to be developed.

During the planning stage the grantee organization should consult with representatives of the Azerbaijan Ministry of Education (See POGI for contact information) to negotiate the following assistance to all Azerbaijan participants: (1) Paid leave time for the Azerbaijan participants during their stays in the U.S. and during any subsequent training work in Azerbaijan; and (2) Facilitation of the logistics of training sessions to be conducted in Azerbaijan through appropriate signed agreements with the Ministry of Education or local education authorities.

Project Implementation. In Phase II of this project, members of the curriculum development team will spend approximately 10–12 weeks in the U.S. attending a curriculum development workshop organized by the U.S. grantee; observing relevant aspects of the U.S. educational system; and drafting curriculum and training materials in consultation with U.S. specialists. The grantee organization will develop workshop activities designed to introduce the Azerbaijan team to U.S. education specialists with appropriate expertise in pre-service teacher training, social studies education and curriculum

development. Applicants should develop a timetable that incorporates significant time for writing curricular materials. The workshop should include field experiences that are relevant to the materials being produced (such as visits to schools, consultations with U.S. teachers and mentored attendance at professional meetings).

In Phase III of each project, the grantee organization will plan and implement a program for testing, revising and publishing the materials developed in Phase II. Phase III project activities should emphasize outreach and training of local educators by the Azerbaijan curriculum development team members.

Budget Guidelines

The Bureau anticipates awarding one grant in a total amount not to exceed \$245,000 to support program and administrative costs required to implement this project. The Bureau encourages applicants to provide maximum levels of cost sharing and funding from private sources in support of its programs. Bureau grant guidelines require that organizations with less than four years experience in conducting international exchanges are limited to \$60,000 in Bureau funding. Therefore, organizations with less than four years of experience in conducting international exchanges are ineligible to apply under this competition. Applicants must submit a comprehensive budget for the entire program.

There must be a summary budget as well as breakdowns reflecting both administrative and program budgets. Applicants may provide separate sub-budgets for each program component, phase, location, or activity to provide clarification. The summary and detailed project and administrative budget should be accompanied by a narrative, which provides justification for the amount needed.

Allowable costs for the program include the following:

(1) Administrative costs, including salaries and benefits, of grantee organization.

(2) Program costs, including general program costs and program costs for each participant from Azerbaijan in the U.S. based curriculum development workshop and the Azerbaijan-based pilot-testing activities. Please refer to the POGI for complete budget guidelines and formatting instructions.

Announcement Title and Number: All correspondence with the Bureau concerning this RFGP should reference the above title and number ECA/A/S/U-03-16.