



SA-EU STRATEGIC PARTNERSHIP
THE DIALOGUE FACILITY

FOURTH CALL FOR PROPOSALS

4 July 2019



GUIDELINES AND PROCEDURE BROCHURE



This project is financed by
the European Union

THE EU-SA DIALOGUE FACILITY

Guidelines and Criteria for Support

This publication has been produced with the assistance of the European Union. The contents of this publication are the sole responsibility of its author(s) and can in no way be taken to reflect the views of the European Union, the EU-SA Dialogue Facility or any of the South African or EU institutions participating in this Programme unless directly attributed.

Neither the European Commission nor any person acting on behalf of the Commission is responsible for the use, which might be made of the information herein.

This is a fourth edition publication, 2019, for the Dialogue Facility 2017-2020. The first edition was published by the TDCA Facility in South Africa, in 2011.

Reproduction is authorized provided the source is acknowledged.

This publication can also be downloaded from: www.dialoguefacility.org

TABLE OF CONTENTS

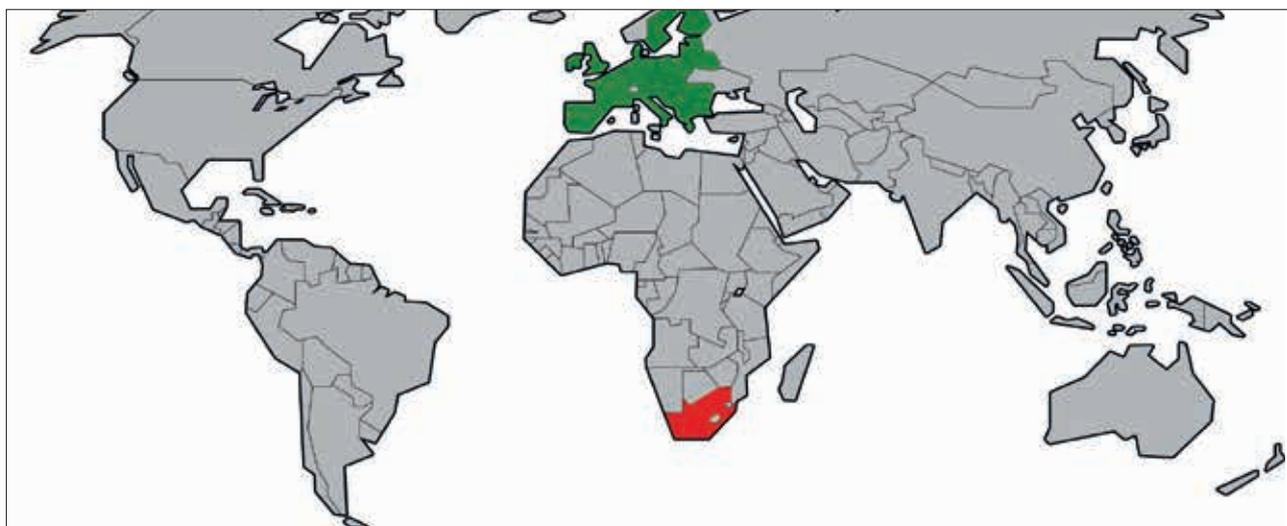
1	PURPOSE OF THIS DOCUMENT	4
	1.1 Background, Objectives and Priority Areas	4
	1.2 The four Result Areas of the Dialogue Facility	5
2	ELIGIBILITY CRITERIA FOR POLICY DIALOGUE SUPPORT	5
	2.1 Eligible applicants: who may apply?	5
	2.2 Eligible projects for policy dialogue support	5
	2.3 Ineligible activities	6
	2.4 Duration & Location	6
	2.5 Number of applications and funding contributions per applicant	7
	2.6 Maximum funding contribution	7
	2.7 Eligible costs	7
	2.8 Ineligible costs	8
3	PROCESSES OF ACCESSING POLICY DIALOGUE SUPPORT	9
	3.1 Project identification and submission	9
	3.2 Criteria for evaluation and selection	10
	3.3 Notification of the decision of the PSC on the Concept Proposals	10
4	PROJECT IMPLEMENTATION AND ADMINISTRATIVE PROCEDURES	11
	4.1 Development of the Detailed Plans	11
	4.2 Administration/procurement	11
5	REPORTING AND VISIBILITY PROCEDURES	11
	5.1 Reporting by the Applicant	11
	5.2 Visibility requirements	11
6	CONTACTING THE PROGRAMME MANAGEMENT UNIT	12
7	DOWNLOAD APPLICATION DOCUMENTATION	12
	ANNEXES	12
	ANNEX I INTENTION TO SUBMIT CONCEPT PROPOSAL	13
	ANNEX II CONCEPT PROPOSAL	14
	ANNEX IIa - Logical Framework Template	16
	ANNEX IIb - Budget Template	17
	ANNEX IIc - Gantt Chart	20
	ANNEX III EVALUATION GRID	21
	ANNEX IV REPORT FROM PMU TO PSC	22
	ANNEX V FINAL DIALOGUE REPORT TEMPLATE	23

1 PURPOSE OF THIS DOCUMENT

This document sets out the guidelines for direct support for policy dialogue and dialogue capacity building initiatives to be funded by the SA - EU Dialogue Facility under the framework of the TDCA, the Economic Partnership Agreement (EPA) and the Strategic Partnership between the European Union and South Africa.

The Guidelines and Procedure Brochure provides information on:

- the Dialogue Facility background, objectives and priorities;
- eligibility criteria for policy dialogue support;
- the process of accessing support;
- project implementation and reporting requirements; and
- timetable for Concept Proposal submission.



This document is designed to provide information to those who wish to apply for policy dialogue support under the 2017-2020 SA - EU Dialogue Facility Phase II, Fourth Call for Proposals, which will be published on 4th July 2019.

1.1 Background, Objectives and Priority Areas

The Dialogue Facility has been established to support dialogue and cooperation in bilateral, regional, African and global matters between the Government of South Africa and the European Union (and its Member States).

SA-EU Dialogue and cooperation has already been stepped up through increased and regular high level political dialogue meetings – e.g. Ministerial meetings and Annual Summits. Furthermore, and in order to fully implement the SA-EU Development and Cooperation Agreement (TDCA), the SA-EU Strategic Partnership Joint Action Plan (JAP) and the Southern African Development Community SADC-EU Economic Partnership Agreement (EPA), a number of functional dialogue forums have been or are in the process of being established. The Dialogue Facility will help contribute to activities directly associated with the process of the establishment and development of functional dialogue forums.

The TDCA and the Strategic Partnership Joint Action Plan foresee cooperation between equal partners in a number of areas in the economic, social and cultural fields. The list of areas is open-ended and new ones can be added through agreement between the parties based on them concurring that the area of cooperation is consistent with the objectives of the TDCA, the EPA, the Strategic Partnership Joint Action Plan, National Development Plan, demonstrate linkages to the SA-EU 2018 Summit Statement, Agenda 2030 and the Sustainable Development Goals. The Dialogue Facility is designed to support the various dialogues that are in operation or in the process of being established through the provision of technical assistance resources i.e. expertise and resources for related support costs, logistics for conference and workshops, and visibility actions.

The overall objective of the programme to which the Dialogue Facility will contribute is to “strengthen relations between the European Union and South Africa”.

The purpose of the Facility is to “facilitate the implementation of priority aspects, notably of the Strategic Partnership Joint Action Plan, by providing support funding for existing and new areas of cooperation”. The Dialogue Facility, by complementing to ongoing actions of the EU (and EU Member States), will contribute to the overall objective.



1.2 The four Result Areas of the Dialogue Facility

Result 1: Improved sectorial policy dialogue between the EU and South Africa, where possible supporting the creation of synergies among the various dialogues.

Result 2: Increased institutional capacity to help implement the areas of cooperation of the TDCA, the Strategic Partnership Joint Action Plan and the SADC EPA.

Result 3: Increased awareness and understanding of the TDCA, the Strategic Partnership Joint Action Plan and the EPA.

Result 4: Effective programme implementation and appropriate visibility of actions is ensured.

Within the Dialogue Facility, funds have been made available for use on projects to facilitate policy dialogue towards the implementation of priority aspects of the TDCA, the Strategic Partnership Joint Action Plan and the SADC EPA.

This document sets out the criteria and guidelines for allocation and use of these funds in the Fourth Call for Proposals, as approved by the PSC.

2 ELIGIBILITY CRITERIA FOR POLICY DIALOGUE SUPPORT

2.1 Eligible applicants: who may apply?

Eligible applicants include government and institutions that are not governmental in nature, such as academia, the media, trade unions, business organizations/ chambers and other non-state actors and civil society organizations, where:

- such institutions apply in partnership with at least **one South Africa government department**, which signs a letter of commitment to support the request (sine qua non condition); and
- are not-for-profit in their status.

Eligible applicants are defined as those meeting the eligibility criteria above, whether from South Africa or from the European Union.

2.2 Eligible projects for policy dialogue support

Within the context of the policy dialogue support, a project is defined as being composed of a set of activities that are required to meet an identifiable objective and results, with a defined time-frame and a budget.

The funding for policy dialogue will be used for small-scale, demand-driven projects that are less than one

year in duration, are ready for implementation and have a strong potential to lead to further dialogue and cooperation at any stage of the policy cycle.

Dialogue support will be open to any proposed subject within the general SA-EU Cooperation framework.



Proposals with the following characteristics will have an additional advantage:

- Dialogues which align with priorities determined at the SA-EU Summit and Joint Cooperation Councils or any other high-level SA-EU forum;
- Dialogues which bring in the EU experience to address critical issues within South Africa National Development Plan and other key development strategies;
- Dialogues which involve civil society and other non-state actors; and
- Dialogues which mainstream cross-cutting issues such as gender equality and women empowerment, environmental sustainability and management of natural resources when appropriate.

Projects will be screened for complementarity and synergy with other EU- and Member States (MS)-supported development cooperation approach mechanisms and must avoid duplication with other existing funding opportunities.

Eligible activities to access the Dialogue Facility include:

- Facilitation and planning of meetings and conferences to create an opportunity for the exchange of information and create a platform for policy dialogue;
- Use of technical assistance/researchers to prepare papers on specific sectoral subjects as identified in the TDCA, the Strategic Partnership Joint Action Plan and the SADC EPA;
- Small actions/projects that inform and enrich policy dialogue;
- Mentorship and twinnings;
- SA-EU partnership visibility, awareness and information activities; and
- Facilitation of exchange of experiences between the European Union and South Africa relating to various sector topics and dialogues.

2.3 Ineligible activities



The following types of activities are ineligible:

- Individual sponsorship for participation in workshops, seminars, conferences or congresses;
- Scholarships for studies or training courses;
- Improvement of infrastructure and facilities of the applicant;
- Activities which are covered/may be covered by existing funding through Financing Agreements with the European Commission, EU Member States or other donors;
- Proposals where only Technical Assistance/Logistics costs are requested and the 'dialogue' element between SA and the EU is non-existent/weak;
- Salaries of public servants or contractors on long-term basis with the public sector or its agencies; and
- Activities which fall under the core responsibility/budget of the applicant/s.

2.4 Duration & Location

The planned duration of a policy dialogue project may **not exceed twelve months (with possible extension to 18 months if approved by the PSC)**. The policy dialogue project must take place in South Africa, and/or in the European Union. Depending on the specific dialogue topic it may also include relevant SADC stakeholders.

2.5 Number of applications and funding contributions per applicant

An applicant and/or a policy dialogue area is not restricted in the number of funding contributions that can be received. Funding contributions can be provided for several separate projects which complement each other in the development of the policy dialogue. Applicants are discouraged from submitting large open-ended projects with broad activities. Instead, applicants should request support for focused dialogues. The outcomes of any particular project should lead to the advancement of policy dialogue. The outcomes of a dialogue can also be used to inform a subsequent application for support to take the dialogue forward. All projects approved for funding contribution will receive an allocation based on the realistic and competitive costing of the project.

2.6 Maximum funding contribution

A policy dialogue project will have access to a maximum of €75,000 funding contribution under this Cfp. **The contribution should include a maximum 2% contingency allocation in the budget.**

As decided by the PSC, the present Cfp aims at attributing a maximum amount of EUR 500,000. The PSC reserves the right not to award all available funds. Similarly, the amount could be increased, upon the decision of the PSC.

2.7 Eligible costs



Only costs defined in these guidelines will be covered by the Facility, as detailed below.

The budget submitted in the Concept Proposal is both a cost estimate and a ceiling for eligible costs of the project. The funding contribution under the Dialogue Facility will cover all the costs of the intended project with the exception of salaries of participants.

Proposed budget must be guided by the principles of economy and efficiency. All projects must be costed in both ZAR and EUR (applicants shall use an exchange rate of **ZAR 16.00** in preparing budgets). The EUR amount is the official amount of the funding contribution.

It is important to note that the successful applicants will not actually receive any direct funding contributions, but only the requested services (such as the funding of the requested technical assistance, the organization of the requested seminar or visibility activity, the organization of the planned twinning) up to the maximum of the agreed and approved budget.

All services and payments will be purchased and provided by the Programme Management Unit (PMU) of the Dialogue Facility, as described at Section 4 (Project implementation and administrative procedures) up to the maximum of the agreed and approved budget.

Subject to the eligibility of the project and proposed activities as specified above, the following costs are eligible (please refer to the PMU in case of doubts about eligibility of the type of costs to be covered):

- Input by Technical Assistance (TA) consultants (Senior/Junior Non- Key Experts) counted in man/days (salary costs are explicitly excluded from the proposal budget);
- EU Topic Experts' input of technical assistance at workshops, conferences and study tours;
- Covering of cost of accommodation and food or alternatively a 'per diem' amount to cover those expenditures;
- International and local travel costs, such as: flights¹, train tickets, public transport, taxis, vehicle costs recovered as a cost per kilometre to participate in meetings, conferences and workshops; and
- Other costs such as: publications, studies, research/evaluation/studies, visibility actions, translation, scribe and interpretation services, logistics for conferences and seminars.

2.8 Ineligible costs



For reference, the following costs are not eligible:

- Debts and provision for losses or debts;
- Interest owed;
- Items already funded by another framework and/or another Official Development Assistance (ODA) support programme;
- Purchase of land or buildings;
- Currency exchange losses;
- Salaries.



¹Air tickets for EU topic experts shall be budgeted and purchased in Economy class only. Premium Economy or Business class tickets to a maximum value of €3,500 per return ticket may be purchased when the flight period is more than 7 hours and the presence in the destination country is less than 3 days.

3. PROCESSES OF ACCESSING POLICY DIALOGUE SUPPORT

3.1 Project identification and submission

IMPORTANT FOR APPLICANTS

After approval of the present guidelines by the Programme Steering Committee (PSC) of the Dialogue Facility, DIRCO will electronically send the Call for Proposals (CfP) to all relevant Departments.

The CfP will be published on the websites of the SA-EU Dialogue Facility as well as the European Union Delegation (EUD) to South Africa.

A CfP information workshop for relevant National departments and State-Owned Enterprises will be convened by DIRCO in close collaboration with the PMU after the launch of the CfPs. This will be followed by an Information Sharing Seminar and a Technical Workshop to guide potential applicants in completing high quality concept proposals.

In addition, the PMU of the Dialogue Facility will communicate with target groups and undertake awareness-raising activities to inform potential applicants of the support available under the CfPs, as well as supporting them in the submission.

Departments are encouraged to inform the PMU of their intention to submit a Concept Proposal for a dialogue topic as soon as possible after the launch of the Fourth Call for Proposals by email to the PMU, Team Leader (email: teamleader@dialoguefacility.org) using the relevant template (Annex I) to facilitate prior consultation with the EU Delegation/EU institutions and DIRCO. The EU can also discuss project ideas with South African departments or other eligible stakeholders, who may in turn decide to submit them for the CfPs, with the support of the EU or the PMU.

Applicants should submit Full Concept Proposals (Annex I to these Guidelines) together with the relevant annexes (Basic Logical Framework, Budget, Gantt Chart and support letters by the SA Department and an EU institution) **by Tuesday 10 December 2019 24h00 to the PMU by e-mail to the following email address: Teamleader@dialoguefacility.org** requesting proof of receipt. In case of contestation, proposals submitted without proof of receipt will not be considered acceptable.

Concept Proposals should be submitted accompanied by a letter of the applying South African Department's Director General and a support letter from a relevant service of the European Union and/or a Member State, such as: the EU Delegation in South Africa, a European Commission's Directorate General, an EU Institution/Agency, the European External Action Service or a European Member State Government institution (for instance a Ministry or a Local Authority) or a European Member State Embassy based in South Africa.

European-based NGOs, think-thanks, Universities, Trade Unions, etc., are non-state actors. Therefore, a support letter from a formal EU or MS state public sector entity (including for instance an Embassy or the EU Delegation to South Africa) shall be required.

In case the applicant is not a South African Department, the relevant Department Director General shall still send a supporting letter for the proposal presented by a non-governmental entity. Due to the substantive time requirements to secure DG letters by South African departments, applications with DDG letters will also be accepted.

In case a proposal with a DDG letter is pre-selected by the PSC for funding, a DG letter needs to be submitted within 30 calendar days of the approval notification (date of the letter) as a sine qua non condition for final approval and carry out of the activities.



The Concept Proposal (model to be followed in Annex II to these Guidelines) will address:

- Relevance of the proposal to the objectives of the SA-EU Dialogue and the national priorities;
- The required activities and the expected results of the project, via a Basic Logical Framework (model to be followed in Annex Ia to these Guidelines);
- A budget /maximum and expected areas of expenditure in EURO and in ZAR (an exchange rate of ZAR 16.00 shall be used) according to the model in Annex IIb to these Guidelines. Financial and/or in kind contribution by South African Government Departments will be encouraged, but will not be a precondition for the approval;
- Clear and detailed indication of the European interlocutors and the 'dialogue' element of the proposal.



Concept Proposals with the following characteristics will have an additional advantage:

- Dialogues which align with priorities determined at the EU-SA Summit and Joint Cooperation Council or other high level EU-SA fora;
- Dialogues which prioritise with South Africa National Development Plan and other key development strategies;
- Dialogues which involve civil society and other non-state actors;
- Dialogues which mainstream cross-cutting issues such as gender equality and women empowerment, environmental sustainability and management of natural resources when appropriate.

The PMU have been charged by the PSC to offer advice to the Applicants on developing Concept Proposals. Applicants are encouraged to work with the PMU in the development of their Concept Proposal/s. The PSC may also request the Applicants to present their Concept Proposal/s.

3.2 Criteria for evaluation and selection

The PMU will present a report (based on the model in Annex IV to these Guidelines) on all Concept Proposals submitted to the PSC for consideration and decision. This evaluation grid is divided into **sections** and **subsections** detailing core elements that need to be addressed in the Concept Proposal and will be considered during the evaluation process.

When deciding whether to approve a Concept Proposal, the PSC will consider:

- the criteria set out in these guidelines (Concept Proposal Evaluation Grid at Annex III to these Guidelines);
- the project's alignment to the objectives of the TDCA, the Strategic Partnership's Joint Action Plan and the EPA; to be found on the SA-EU Dialogue Facility and planned Strategic Partnership website
- the available budget, and the relative merits of competing Concept Proposal; and
- the proposed objectives of the project, alignment to objectives of the Dialogue Facility and the strategic importance of the policy dialogue to the EU/SA relationship, the National Development Plan, demonstrate linkages to the SA-EU 2018 Summit Statement, Agenda 2030 and the Sustainable Development Goals.

3.3 Notification of the decision of the PSC on the Concept Proposals

The decision of the evaluation of the Concept Proposal by the PSC will be communicated to each applicant by the PMU within 15 working days after the PSC meeting.

The PSC's decision on applications submitted falls into three categories:

- Approved
- Rejected (with comments)
- Deferred (with comments) in order for the applicant to have an opportunity to rework and resubmit in a future Cfp.

4 PROJECT IMPLEMENTATION AND ADMINISTRATIVE PROCEDURES

4.1 Development of the Detailed Plans

The Applicants of approved Concept Proposals will be requested by the PSC to develop a Detailed SA-EU Dialogue Plan before activities can be funded by the PMU.

The Detailed SA-EU Dialogue Plan may comprise Terms of Reference (ToR) for technical assistance and/or other relevant documents for the procurement of services.



VERY IMPORTANT: In case of a major change of the overall orientation of the Detailed Plan from the approved Concept Proposal, the new document will need to be re-approved by the PSC before implementation.

4.2 Administration/procurement

Procurement for the dialogue (travel, conferences, TA...) will be undertaken by the PMU as defined in the Financing Agreement. There will be no direct transaction of funds between the PMU/PSC of the Dialogue Facility and the successful Applicant.

When drafting their proposals, Applicants should take into account the lead time required for implementation and procurement.

The start-up date for the dialogue will be the date of the Inception Meeting held between the applicant and the PMU after receipt of the PSC letter of approval.

5 REPORTING AND VISIBILITY PROCEDURES

5.1 Reporting by the Applicant

The Applicant will be responsible for reporting on the implementation of the SA-EU Dialogue project. The frequency of reporting will be determined by the PSC. The reporting requirements will be communicated upon finalization of the Detailed Plan. The final report needs to be submitted within 30 days of completion of the SA-EU Dialogue as per Annex V. If a beneficiary does not submit reporting within the established timeframes, the PSC may decide to block the financing of additional dialogues to the same institution.

5.2 Visibility requirements

All projects will be required and supported by PMU to follow the standard EU Communication & Visibility guidelines to ensure visibility of EU funding in Dialogue Projects. Information and publicity measures should accompany all activities that are part of the implementation of the Dialogue Projects (publications, conferences and other public events, briefings, press conferences, etc.).

Applicants should indicate in proposals how the dialogue outcomes will be communicated and demonstrated to policy target groups as well as the wider public in the proposal log-frame.

Communications and Visibility during implementation need adhere to Communication and Visibility Manual for EU External Actions.

The entire EU visibility guidelines, including the **Communication and Visibility Manual for EU External Actions** can be found at http://ec.europa.eu/europeaid/work/visibility/index_en.htm.

6 CONTACTING THE PROGRAMME MANAGEMENT UNIT

The PMU can be contacted as follows:

Team Leader

Dialogue Facility PMU
Phone: 010 591 2865
Address: 223 Bronkhorst Street, Parklands
Office #5, New Muckleneuk, Pretoria 0181
Teamleader@dialoguefacility.org

Dr Jurie van Niekerk Capacity Building

Dialogue Facility PMU
Cell: 083 254 4146
Phone: 010 591 2865
Address: 223 Bronkhorst Street, Parklands
Office #5, New Muckleneuk, Pretoria 0181
jurievn@dialoguefacility.org

Ms Nelly Khumalo Office Manager

Dialogue Facility PMU
Cell: 073 359 8309
Phone: 010 591 2865
Address: 223 Bronkhorst Street, Parklands
Office #5, New Muckleneuk, Pretoria 0181
nelliek@dialoguefacility.org

Mr Euclid Maposa Finance & Logistics

Dialogue Facility PMU
Cell: 072 773 2663
Phone: 010 591 2865
Address: 223 Bronkhorst Street, Parklands
Office #5, New Muckleneuk, Pretoria 0181
euclidm@dialoguefacility.org



The Concept Proposal application must be sent to the PMU Team Leader, teamleader@dialoguefacility.org, requesting proof of receipt by **Tuesday 10 December 2019** at 24h00 (Pretoria Time)

7 DOWNLOAD APPLICATION DOCUMENTATION

The application pack is available from:

SA-EU Dialogue Facility website: www.dialoguefacility.org

It can also be downloaded from the EUD South Africa website:
https://eeas.europa.eu/delegations/south-africa_en

ANNEXES

The following annexes form part of these guidelines

- ANNEX I NOTIFICATION INTENTION TO SUBMIT CONCEPT PROPOSAL**
- ANNEX II CONCEPT PROPOSAL FORMAT INCLUDING THE SUPPORTING LETTERS FROM THE SA DEPARTMENT AND THE EU INSTITUTION;**
 - ANNEX IIa** - Basic Logical Framework (ANNEX IIa);
 - ANNEX IIb** - Budget (ANNEX IIb) to be strictly followed by Applicants; and
 - ANNEX IIc** - Gantt Chart model.
- ANNEX III CONCEPT PROPOSAL EVALUATION GRID USED TO EVALUATE CONCEPT PROPOSALS**
- ANNEX IV MODEL OF CFP REPORT FROM PMU TO PSC INCLUDING SUMMARY OF APPLICATIONS AND SUMMARY EVALUATION FROM PMU**
- ANNEX V FINAL PROJECT REPORT TEMPLATE**

ANNEX I - INTENTION TO SUBMIT CONCEPT PROPOSAL

Outline for Intention to Submit e-mail/Letter

(This letter can be sent to PMU Team Leader by any Chief Director, DDG or DG of a department or equivalent in other organisations)

The Team Leader
teamleader@dialoguefacility.org
SA-EU Dialogue Facility

Intention to submit policy dialogue concept proposal with regards to(Short title of proposed dialogue)

1 Key applicant and partners:

The main applicant SA Department/Institution is

The following additional South African Departments and/or Civils society/Business organisations will be key partners in dialogue:

Main EU dialogue partner/institution and their respective domain countries.

Other dialogue partners in SA and Europe:

Name of the institution plus short note on their role in envisaged dialogue.

2 Envisaged policy dialogue topic, objective and implementation means:

Policy Dialogue topic and purpose plus short description of dialogue implementation means (workshops, study tours, conferences)

We wish to dialogue with EU partners about to achieve by means of

3 Request PMU & EUD discussion meeting:

We wish to meet with PMU & EUD on one of the following dates (provide 3 dates & times)

4 Policy Dialogue proposal development Project leader:

Name, organisation and full contact details.



ANNEX II - CONCEPT PROPOSAL

Call for Proposals 4 Closing 10 December 2019

Insert your Departmental & partner logo

South African main Applicant Department(s)		
European / EU Partners to application		
Project title/name <i>(Less than 20 words)</i>		
Departmental Project Champion (Chief Director/DDG)	Name	
	Designation/Unit	
	Email	Tel
Departmental Project Manager leading implementation	Name	
	Designation/Unit	
	Email	Tel
Project Partner Project Manager leading implementation <i>(if applicable)</i>	Name	
	Designation/Unit	
	Email	Tel
Project application budget	ZAR	Euro (ZAR/16)
Project duration	Start date:	Expected end date:
<p>We, as applicants, take note of the following rules governing the funding support to the project in the event of a successful application:</p> <ul style="list-style-type: none"> • There are specific rules, guidelines and restrictions that apply to all procurement and expenditure that will be incurred during the implementation of the project under the SA-EU Dialogue Facility. • Subsistence allowance (also called “per diem”) is a flat-rate maximum sum covering daily subsistence costs for every night spent away from home by a participant in a Dialogue Facility project. The subsistence allowance includes accommodation, meals, tips and local travel, including travel to and from the airport. Taxi fares are therefore covered by the subsistence allowances. • The project reserves the right to reject the payment of subsistence allowances if the most direct route and the most economical fare criteria have not been applied. This in practice means that no study tour or any other workshop/conference participant can be funded to arrive/depart any day(s) earlier or later the to/from the workshop/conference/meeting to be attended. Should a participant want to anticipate or delay its departure from the event to be attended, s/he will be responsible for the costs incurred in the ticket change. • If a participant does not show up in time for a flight or requests a change to the ticket already booked, without prior written duly substantiated reason, the cost of the unutilized ticket/ its change will have to be reimbursed to the Dialogue Facility by the responsible Department and/or project partner organisation. • The same will apply for any hotel accommodation booked and pre-paid and not utilised by a participant due to show up. This also applies to conference/workshop venue bookings and any such events being cancelled or number of participants reduced at late stage for unsubstantiated reasons not duly approved. 		

Applicants should complete the following sections in no more than 6 pages and add Annexes as per templates.

Annex IIa BASIC LOGICAL FRAMEWORK template

Annex IIb BUDGET based on template

Annex IIc GANTT CHART based on template

Short title of proposed dialogue project: Maximum 15 words Short description of dialogue – Max 10-line synopsis	
Overall summary of the SA-EU Dialogue (Max 1/2 page)	
1.	<p>Alignment & Motivation (Max 1/2 page)</p> <ul style="list-style-type: none"> • Merit of the dialogue: relevance to the objectives of the SA-EU Dialogue and the national priorities; • Alignment with priority aspects of the TDCA, the Strategic Partnership Joint Action Plan and demonstrate linkages to priorities determined at the EU-SA 2018 Summit and Joint Cooperation Council or other high-level EU-SA fora; the South African National Development Plan, Agenda 2030, the Sustainable Development Goals and other relevant sectoral key strategies; • Complementarity and synergy with other EU- and Member States supported programs and mechanisms. <p>Indicate if this proposal incorporates elements and characteristics that justify any additional advantages such as involvement of civil society, other non-state actors; mainstream of cross-cutting issues such as youth, gender equality, women empowerment, environmental sustainability and management of natural resources.</p>
2.	<p>Partners and Stakeholders (Max 1/2 page)</p> <ul style="list-style-type: none"> • Applicant SA Department plus any additional South African Departments and/or Civil society/Business organisations that will be key partners in dialogue. • EU dialogue partners/institutions and their respective domain countries.
3.	<p>Policy Dialogue proposal topic and purpose (Max 1/2 page)</p>
4.	<p>Policy cycle areas on which concept note will focus (Max 1/2 page) <i>(Legislation, best practice, capacity building, dialogue, etc.)</i></p>
5.	<p>Short narrative description of methodology to be employed during implementation (Max 2 pages) <i>Describe how different components will form an integrated whole to achieve the dialogue objectives. Applicants should indicate in proposals how the dialogue outcomes will be communicated and demonstrated to policy target groups as well as the wider public.</i></p>
6.	<p>Short narrative description of the type of support requested (Max ½ page) <i>Describe components such as for example desk review and best practice assistance, workshops, conference, study tour, etc. that will form part of the dialogue.</i></p> <p><i>Include here the motivation and job description with number of consulting days requested for expert services of Senior and Junior experts that need to be contracted by the Dialogue Facility to do desk reviews, short studies, etc to inform dialogue discussions.</i></p>
7.	<p>Short narrative description of the main cost elements such as study tours, conferences, workshops, etc, the sequencing thereof and duration of these main elements of the dialogue (Max 1 page)</p> <p>VERY IMPORTANT: A maximum 2% for contingencies shall be added in the budget.</p>

ANNEX IIa - Logical Framework Template

	Results chain	Indicators	Assumptions
Overall objective: Impact	The broader, long-term change which will stem from the policy dialogue project and a number of interventions by other partners.	Measure the long-term change to which the project contributes. To be presented disaggregated by sex if possible.	
Specific objective(s): Outcome(s)	The direct effects of the policy dialogue project which will be obtained at medium term and which tend to focus on the changes in behaviour resulting from project.	Measure the change in factors determining the outcome(s). To be presented disaggregated by sex, if possible.	Factors outside project management's control that may impact on the outcome-impact linkage.
Outputs/ Results	The direct/tangible outputs/ deliverables (goods and services) delivered by the project.	Measure the degree of delivery of the outputs.	Factors outside project management's control that may impact on the output-outcome linkage.
Activities	<i>What are the key activities to be carried out, to produce the outputs? Group the activities by result and give a unique identifier number to each activity .</i>		

Applicants should indicate in proposals how the dialogue outcomes will be communicated and demonstrated to policy target groups as well as the wider public in the proposal log-frame

Definitions:

“Impact” means the primary and secondary, long term effects produced by the Action.

“Outcome” means the likely or achieved short-term and medium-term effects of an Action's outputs.

“Output” means the products, capital goods and services which result from an Action's activities.

“Indicator” is the quantitative and/or qualitative factor or variable that provides a simple and reliable means to measure the achievement of the Results of an Action.



ANNEX IIB - Budget Template for SA-EU Policy Dialogue costing CfP-4

Proposal title:		Department:				16		Please provide descriptive motivational notes per budgetline on i.e. number participants, why 1/2/3 day events, items, units, etc
Budgetline item descriptions		Compulsary ZAR-Euro exchange rate to be used:		Total Cost (ZAR)	Total Cost (EUR)			
Individual cost items to be considered		Unit	# of units	Unit value (ZAR)	Total Cost (ZAR)	Total Cost (EUR)		
1	SA/EU Study tours							
1.1	SA to EU study tour participants - International economy air tickets	Return flight	0	R25,000	R0	€0		
1.2	Overnight per diems for SA study tour participants in Europe: <i>Add in the number of delegates x number of nights in Europe</i>	Per night	0	R3,750	R0	€0		
1.3	Study tour meeting travel within Europe (no countries, flights, train, etc)	Per day/person	0		R0	€0		
1.4	Visas: Study tour participants travel from SA to EU	Per visa	0	R2,000	R0	€0		
1.5	Insurance with visas for travel from SA to EU	Per person	0	R800	R0	€0		
		Subtotal SA to EU study tours			R0	€0		
2	Local dialogue events							
	Venue & Travel Costs - Workshop 1							
2.1.1	Venue hire costs (budget Daily Conference Package)	Participants	0	R500	R0	€0		
2.1.2	Breakaway room hire	Per day	0	R5,000	R0	€0		
2.1.3	Other services (microphones, PA systems, flipcharts, etc)	Per day	0	R3,500	R0	€0		
2.1.4	Local flights travel within SA for workshop participants	Return flight	0	R3,500	R0	€0		
2.1.5	Accom, meals & transfers overnight stays SA workshop participants	Per night	0	R2,500	R0	€0		
		Sub-total Workshop-1 venue & travel costs			R0	€0		
	Workshop/Conference support services - Workshop 1							
2.1.6	Specialist Workshop/Conference Facilitators/Moderators	Fee Per day	0	R6,000	R0	€0		
2.1.7	Professional local SA Scribes - recording notes & report writing	Fee Per day	0	R5,000	R0	€0		
2.1.8	Translators/Interpreters - within SA	Fee Per day	0	R5,000	R0	€0		
2.1.9	Local flights travel within SA facilitators/moderators, scribes	Return flight	0	R3,500	R0	€0		
2.1.10	Accom, meals & transfers overnight SA facilitators/moderators/scribes	Per night	0	R2,500	R0	€0		
		Sub-total workshop/conference support services - Workshop 1			R0	€0		

Workshop/Conference support services - Conference							
2.3.7	Specialist Workshop/Conference Facilitators/Moderators	Fee Per day	0	R6,000	R0	€0	
2.3.8	Professional local SA Scribes - recording notes & report writing	Fee Per day	0	R5,000	R0	€0	
2.3.9	Translators/Interpreters - within SA	Fee Per day	0	R5,000	R0	€0	
2.3.10	Local flights travel within SA facilitators/moderators, scribes	Return flight	0	R3,500	R0	€0	
2.3.11	Accom, meals & transfers overnight stays facilitators/moderators/scribes	Per night	0	R2,500	R0	€0	
	Sub-total workshop/conference support services - Conference					R0	€0
EU institutional expertise to SA dialogue events - Conference							
2.3.12	Specialist EU institutional experts to SA events Int Economy air tickets	Return flight	0	R25,000	R0	€0	
2.3.13	Accommodation, meals & transfers: All EU institutional experts while in SA	Per night	0	R2,500	R0	€0	
2.3.14	Insurance with visas for air travel EU experts to SA	Per person	0	R800	R0	€0	
	Subtotal EU institutional expertise - Conference					R0	€0
	Subtotal Local dialogue events					R0	R0
3	Project and Events Visibility for ALL events consolidated						
3.1	Name tags participants all events (total number participants)	Participants	0	R75	R0	€0	
3.2	Conference bags, folders, etc all events (total number participants)	Participants	0	R250	R0	€0	
3.3	Printing workshop/conference handouts/publications/reports	Booklets	0		R0	€0	
3.4	Printing of final project deliverables: reports, policies, studies, etc	Reports	0		R0	€0	
	Subtotal Visibility					R0	R0
4	Other costs not specified above (Do not include fees/costs for consultant/experts here)						
4.1			0	R0	R0	€0	
4.2			0	R0	R0	€0	
4.3			0	R0	R0	€0	
	Subtotal Other costs not specified above					R0	€0
	Sub-Total project Incidental Costs					R0	R0
5	Automatically added 2% Contingency					R0	€0
	Total Incidental Expenditure budget of the application (Max €75,000)					R0	€0

ANNEX III - EVALUATION GRID

Concept Proposals having respected the deadline for submission to the PMU will be evaluated by the PSC based on the below grid.

This evaluation grid is divided into sections and subsections.

The PMU will record the reference and/or passages of the relevant section in the Concept Proposal as well as any comment, remark and justification concerning the evaluation of the subsection.

Note that upon request, any lead applicant may be given the comments and justifications provided.

A Concept Proposal can only be recommended for funding if it receives YES for all the administrative check questions.

SA Applicant :			
SA Department :			
EU Partner institution :			
Summary (15 lines max) of the proposal:			
Administrative check		YES	NO
a. Concept Proposal arrived by email by the deadline?			
b. Concept Proposal following the standard Application form, including the Logical Framework and Budget models and the Gantt Chart?			
c. Total budget within the maximum amount of the Cfp?			
d. Presence of the supporting letter by the SA Department?			
e. Presence of the supporting letter by the EU institution?			
1. Alignment and Motivation		YES	NO
1.1 Are the opportunities and the benefits for policy dialogue clearly identified in the concept proposal?			
1.2 Alignment with demonstrate linkages to priorities determined at the EU-SA 2018 Summit and Joint Cooperation Council or other high-level EU-SA fora; the South African National Development Plan, Agenda 2030, the Sustainable Development Goals and other key strategies			
1.3 Does the proposed Dialogue have added value for future SA-EU dialogue development by reference to other interventions?			
1.4 Is the proposal aligned with ongoing or emerging dialogue areas?			
1.5 Does the applicant demonstrate alignment with the policy framework within which the applicant organisation and partners operate?			
1.6 Is this Dialogue complementary/not a duplication with other EU and member State projects or funding mechanisms?			
2. Partners and Stakeholders		YES	NO
2.1 Are all relevant partners identified in the proposal, including civil society if relevant?			
2.2 Are the partners identified in the proposal appropriate for the dialogue proposed? Is the Government involvement proved by a letter and by substance?			
2.3 Have the relevant stakeholders from the EU been identified and possibly consulted on the proposal?			
2.4 Is/are the partners' level of involvement and participation in the proposal satisfactory?			
3. Policy Dialogue Proposal topic and purpose		YES	NO
3.1 Are the areas of intervention within the proposal appropriate to achieve meaningful policy dialogue?			
3.2 Is the timetable for the proposal realistic and has it taken account of the activities scheduled in the relevant policy dialogue(s)?			
4. Methodology and Sustainability		YES	NO
4.1 Does the type of support requested seem adequate to achieve the dialogue? objectives?			
4.2 Has the budget for the proposed activities been appropriately costed?			
4.3 Is the duration of the Dialogue within the 12-month maximum?			
4.4 Is the logical framework of this proposal clear?			
4.5 Is the timetable for the proposal realistic and has it taken account of the activities scheduled in the relevant policy dialogue(s)?			
4.6 Are the expected results of the action likely to have a sustainable impact on the policy dialogue forum of the target group? Will it have demonstrative and multiplier effects?			
PMU Recommendation to PSC			
Comments by PMU:			
Specific comments by PMU with regards to:			
1. Alignment and Motivation			
2. Partners and Stakeholders			
3. Policy Dialogue Proposal topic and purpose			
4. Methodology and Sustainability			

ANNEX IV - REPORT FROM PMU TO PSC

PMU Concept Proposals Evaluation Report to PSC

Contents

- 1 Concept Proposals received
- 2 Evaluation
- 3 Conclusions
 - 3.1 Concept Proposals recommended for selection
 - 3.2 Concept Proposals referred back to applicants for future re-submission

Annexes

Completed evaluation grid for each Concept Proposal

1. Proposal Concept Notes received

In total, Concept Proposals were received. The full list of the applications received is attached in Annex

1.1 Late applications received

The following applications were submitted after the deadline and are therefore excluded from further examination.

Applic. No	Lead applicant	Date [& time] of submission

1.2 Criteria mentioned in the administrative checklist not fulfilled

The completed administrative checklists for each of the applications submitted by the deadline are attached. As a result of the checks, the PMU decided to exclude the following applications from further evaluation.

Applic. No	Lead applicant	Reasons for elimination

1.3 Conclusions on administrative compliance

As a result of the administrative checks, the PMU decided to examine the Concept Proposals of the following applicants for a total requested contribution of EUR

Applic. No	Lead applicant	Requested EU contribution

2. Evaluation

The PMU used the evaluation grid to assess the quality of the Concept Proposals, including their Logical Framework and budget. The PMU subsequently deliberated on the basis of these analyses. The PMU finalised the evaluation and established a list of recommended Concept proposals, with comments.

The Concept Proposals which were considered as not to be recommended for funding /to be referred back for re-submission are also listed below, with comments.

The evaluation grids of all the Concept Proposals examined are annexed to this report

3. Conclusions

3.1 Concept Proposals recommended for selection

The following applications are recommended for selection by PSC

Application sequence No	Lead applicant	Score	Requested and Recommended budget	Comments

Number of provisionally selected applications: <...>.

Total amount of provisionally selected applications: EUR <...>

Total available amount: EUR <...>.

3.2 Concept Proposals not to be recommended for funding/ recommended to be referred back to applicants for future re-submission.

Applic. No	Lead applicant	Score	Requested and Recommended budget	Comments

ANNEX V - FINAL DIALOGUE REPORT TEMPLATE

Table of Contents

1. Background
2. Summary and Overview
3. Key Project Outcomes/Outputs
4. Activities Conducted
5. Risk/challenges
6. Lessons Learnt

1 Background

Should be based on the agreed logical framework and include the following detail:

- What was/are the objective/s of the SA-EU Dialogue that it seeks to contribute towards? What were the SA-EU Dialogue expected main outcomes? Who were the partners and main beneficiaries?
- How did the SA-EU Dialogue contribute to advancing South Africa's National Development Plan and the SA-EU TDCA or Strategic Partnership Joint Action Plan objectives?
- What were the planned activities funded? and
- What was the SA_EU Dialogue timeframe?

2 Summary and Overview

This section is a snap shot of the SA- EU Dialogue implementation for the period of reporting:

Summary of SA-EU Dialogue activities concerning the project in its entirety.

Indicate co-funding, if any, of the Dialogue

3 Key Project Outcomes/Outputs

- Should be based on the agreed logical framework
- Brief report on the outputs at the time of reporting:
- For workshops/conferences (attach a copy of the agenda and attendance lists): provide a brief overview.
- For short term experts: provide details on the expert/s and the areas of responsibility.
- For study tours: provide details on participants, country(s) visited, institutions, and individuals interacted with.
- Capacity-building activities.
- Brief report on the results reached by the Dialogue on the basis of the above-mentioned outputs

4 SA-EU Dialogue activities

Brief report on what was undertaken (as foreseen):

- Workshop/conferences- brief detail and foreseen dates.
- Short-terms experts sourced- brief detail and expected date of mobilization.
- Study tour- brief detail on participants, country/ies and institutions visited and dates
- Capacity-building activities- brief detail and timeframe.

5 Risks/ challenges

- List and elaborate on risks, challenges and concerns with corrective actions/measures implemented.

6 Lessons Learnt and anticipated priority impact:

- Provide detail on lessons learnt
- Provide detail on anticipated priority impact
- Provide details on how the dialogue outcomes were communicated and demonstrated to policy target groups as well as the wider public.
- Detail sustainability of this intervention – long term relationships/collaboration with EU institutions envisaged.

About the SA - EU Dialogue Facility

The Dialogue Facility seeks to support the strengthening of policy dialogue the European Union (EU) and South Africa. South Africa and the EU enjoy a reinforced and special relationship following their agreement to a Strategic Partnership in 2006. The Strategic Partnership and its related Action Plan are intended to build on the existing relationship with the intention of strengthening political and economic cooperation. The Strategic Partnership is a significant move by the EU and South Africa mere political dialogue to active cooperation on issues of mutual interest at bilateral, regional, continental and international levels.

The Dialogue Facility will provide support such as technical assistance, logistics (conferences, workshops, seminars, And events), support to study tours, research, mentoring, Twinning, etc.

The Dialogue Facility is strategically guided in a partnership between European Union and the government of South Africa. A Programme Management Unit deals with day-to-day administration.

For further information refer to www.dialoguefacility.org



THIS PROJECT IS FINANCED BY THE EUROPEAN UNION

SA-EU STRATEGIC PARTNERSHIP
THE DIALOGUE FACILITY



This publication was produced with the financial support of the European Union. Its contents are the sole responsibility of author and do not necessarily reflect the views of the European Union