SA-EU Strategic Partnership

FIRST CALL FOR PROPOSALS:
GUIDELINES AND CRITERIA FOR SUPPORT
FIRST CALL FOR PROPOSALS:
GUIDELINES AND CRITERIA FOR SUPPORT

May 2017
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Section 1
PURPOSE OF THIS DOCUMENT
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 EU-SA Dialogue Facility under the framework of the TDCA, the 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 note submissions

This document is designed to provide information to those who wish to apply for policy dialogue support under the 2017-2020 EU-SA Dialogue Facility, Call 1 May 2017.

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).

First Call for Proposals: Guidelines and Criteria for Support
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 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 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, and the Strategic Partnership Joint Action Plan.

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 seed money 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 2017 Call for Proposals, as approved by the PSC.
Section 2
ELIGIBILITY CRITERIA FOR POLICY DIALOGUE SUPPORT
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 union, 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);
- 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 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.

Projects will be screened for complementarity and synergy with other EU- and MS-supported 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 dialogue;
- Mentorship and twinnings;
- SA-EU partnership visibility 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. The policy dialogue project must take place in South Africa, and/or in the European Union. Depending on the dialogue 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 contribution 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 EUR 100,000 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, this amount could be increased, upon decision of the PSC.

2.7 Eligible costs

Only costs defined in these guidelines may be covered by the funding contribution, 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 (with indication of the exchange rate). The EUR amount is the official amount of the funding contribution.
It is important to notice 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 procurement 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:

- Fees for technical assistance/fees for individual experts (salary costs are explicitly excluded);
- Per diem for overnight stay;
- Travel costs, such as: flights\(^1\), train tickets, vehicle rental, vehicle costs recovered as a cost per kilometre; and
- Other costs such as: publications, studies, research/evaluation/studies, visibility actions, translation, logistics for conferences and seminars.

### 2.8 Ineligible costs

The following costs are not eligible:

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

\(^1\) Air tickets 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.
Section 3

PROCESS OF ACCESSING POLICYDIALOGUE SUPPORT
3. PROCESS OF ACCESSING POLICYDIALOGUE SUPPORT

3.1 Project identification and submission

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 Dialogue Facility and EUD websites.

A CfP workshop for relevant National departments and State Owned Enterprises will be convened by DIRCO in close collaboration with PMU after the launch of the CfP.

In addition, the PMU of the Dialogue Facility will communicate with target groups and undertake awareness-rising activities to inform potential applicants of the support available under the CfP, as well as supporting them in the submission. The EU can also discuss project ideas with South African departments or other eligible stakeholders, which may in turn decide to submit them for the CfP, with the support of the EU or the PMU.

Applicants submit 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 23 June 2017 24h00 to the PMU by e-mail to the following email: trevort@dialoguefacility.org requesting a 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 Department’s Director General and a support letter from a relevant service of the EU Delegation, the European Commission’s Directorates General, EU Institution or Agency or the European External Action Service. In case the applicant is not a Department, the relevant Department Director General shall still send a supporting letter for the proposal presented by a non-governmental entity.

The Concept Proposal (model to be followed in Annex I 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 (with indication of the exchange rate used) according to the model in Annex Ib 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 strategies;
• Dialogues which involve of 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 III 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 Note 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;
• the available budget, and the relative merits of competing Concept Notes; and
• the proposed objectives of the project, alignment to objectives of the Dialogue Facility and the strategic importance of the dialogue to the EU/SA relationship.
3.3 Notification of the decision of the PSC on the Concept Notes

The decision of the evaluation of the Concept Proposal by the PSC will be communicated to each applicant by the PMU within 2 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 applicant to have opportunity to rework and resubmit in a future CfP.
Section 4

PROJECT IMPLEMENTATION
AND PROCUREMENT
PROCEDURES
4. PROJECT IMPLEMENTATION AND PROCUREMENT 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 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 Procurement procedures

Procurement 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.

Payment of per diems will also be administered by the PMU.

4.3 Time-lines applicable for procurement

In the conceptualization of their proposals, Applicants should take into account the lead time required for implementation and procurement. The minimum time for the procurement process is 2-4 weeks once the Detailed EU-SA Dialogue Plan has been finalized.
Section 5
REPORTING AND VISIBILITY PROCEDURES
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 IV.

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.).

The SA-EU Dialogue Facility communications and visibility manual will be made available to project managers and implementation staff of stakeholders.

Section 6

CONTACTING THE PROGRAMME MANAGEMENT UNIT
6. CONTACTING THE PROGRAMME MANAGEMENT UNIT

The PMU can be contacted as follows:

**Team Leader**

Dr Trevor Taft  
Team Leader  
Dialogue Facility PMU  
Cell: 083 553 6318  
Address: 223 Bronkhorst Street, Parklands Office #5, New Muckleneuk, Pretoria 0181  
trevort@dialoguefacility.org

**Capacity Building**

Dr Jurie van Niekerk  
Capacity Building  
Dialogue Facility PMU  
Cell: 083 254 4146  
Address: 223 Bronkhorst Street, Parklands Office #5, New Muckleneuk, Pretoria 0181  
jurievn@dialoguefacility.org

**Logistics**

Mr Euclid Maposa  
Logistics  
Dialogue Facility PMU  
Cell: 072 773 2663  
Address: 223 Bronkhorst Street, Parklands Office #5, New Muckleneuk, Pretoria 0181  
euclidm@dialoguefacility.org

The Concept Proposal application shall be sent to the Team Leader, PMU requesting a proof of receipt.
Section 7
DOWNLOAD APPLICATION DOCUMENTATION
ANNEXES
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: Concept Proposal Format including
Annex Ia Basic Logical Framework (ANNEX Ia) and
Annex Ib Budget (ANNEX Ib) to be strictly followed by Applicants – to be submitted with the supporting letters from the SA department and the EU institution;
Annex Ic: Gantt Chart model

ANNEX II: Concept Proposal Evaluation Grid used to evaluate Concept Proposals

ANNEX III: Model of CfP report from PMU to PSC including summary of applications and summary evaluation from PMU

ANNEX IV: Final project report template
**ANNEX I Concept Proposal Format**

Applicants should complete the following sections in no more than 6 pages.

**Overall summary of the SA-EU Dialogue (Max 1/2 page plus 10-15 line synopsis description)**

1. **Alignment & Motivation**
   - 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;
   - If relevant: alignment with priorities determined at the EU-SA Summit and Joint Cooperation Council or other high level EU-SA fora; priority as per the South African NDP and other key strategies; involvement of civil society and other non-state actor; mainstream of cross-cutting issues such as gender equality and women empowerment, environmental sustainability and management of natural resources when appropriate;
   - Complementarity and synergy with other EU- and MS-supported programs and mechanisms.

2. **Partners and Stakeholders**
   (Applicant, Relevant SA Department, additional South African Partners, EU dialogue partners/institutions/key experts)

3. **Policy Dialogue proposal topic and purpose**

4. **Policy cycle areas on which concept note will focus**
   (Legislation, best practice, capacity building, dialogue, etc.)

5. **Type of support requested**
   (Desk review and best practice assistance, conference, study tour, etc.) with details

6. **Methodology (annex) (Max 2 pages) Basic Logical framework based on Annex Ia template**

7. **Indicative cost and duration (annex) (Max ½ page) BUDGET MODEL ANNEX IB**
   Indicative cost: Estimation of costs shall be divided as such, as relevant, in the model Annex Ib
   VERY IMPORTANT: A maximum 2% for contingencies shall be added in the budget.

   **Duration:** Clear activity time frames for the different steps of each dialogue stage/phase/component should be indicated on a consolidated project Gantt Chart, as per the attached model
**ANNEX 1a Logical Framework Template**

<table>
<thead>
<tr>
<th>Results chain</th>
<th>Indicators</th>
<th>Assumptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall objective: Impact</td>
<td>Measure the long-term change to which the project contributes. To be presented disaggregated by sex if possible</td>
<td>Factors outside project management’s control that may impact on the outcome-impact linkage.</td>
</tr>
<tr>
<td>Specific objective(s): Outcome(s)</td>
<td>Measure the change in factors determining the outcome(s). To be presented disaggregated by sex, if possible</td>
<td></td>
</tr>
<tr>
<td>Outputs/Results</td>
<td></td>
<td>Factors outside project management’s control that may impact on the output-outcome linkage.</td>
</tr>
<tr>
<td>Activities</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The broader, long-term change which will stem from the policy dialogue project and a number of interventions by other partners.

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.

The direct/tangible **outputs**/ deliverables (goods and services) delivered by the project.

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.

<table>
<thead>
<tr>
<th>Definitions:</th>
</tr>
</thead>
</table>

“**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 1b Budget template

+ 2% maximum of Contingency to be added in the table before the total accepted costs in 7

1. Budget for Policy Dialogue Action

<table>
<thead>
<tr>
<th>Costs</th>
<th>Per dialogue project</th>
<th>Ex-Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Human Resources&lt;sup&gt;14&lt;/sup&gt;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.1 Fees technical assistance services (separate line per expert)</td>
<td>Per day</td>
<td></td>
</tr>
<tr>
<td>1.2 Moderators, facilitators, scribes, translators daily fee rates</td>
<td>Per day</td>
<td></td>
</tr>
<tr>
<td>1.3 Per diems for missions/travel</td>
<td>Per diem</td>
<td></td>
</tr>
<tr>
<td>1.3.1 Abroad (experts assigned to the Action)</td>
<td>Per diem</td>
<td></td>
</tr>
<tr>
<td>1.3.2 Local (experts assigned to the Action)</td>
<td>Per diem</td>
<td></td>
</tr>
<tr>
<td>1.4 Seminar/conference participants (linked to accommodation required)</td>
<td>Per diem</td>
<td></td>
</tr>
<tr>
<td>1.5 Moderators, facilitators, scribes, translators (accommodation, etc)</td>
<td>Per diem</td>
<td></td>
</tr>
<tr>
<td><strong>Subtotal Human Resources</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. Travel

<table>
<thead>
<tr>
<th>Costs</th>
<th>Per flight</th>
<th>Per km</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1 International travel economy airtickets</td>
<td>Per flight</td>
<td></td>
</tr>
<tr>
<td>2.2 International travel Premium/Bus Class airtickets</td>
<td>Per flight</td>
<td></td>
</tr>
<tr>
<td>2.3 Local air travel economy airtickets</td>
<td>Per flight</td>
<td></td>
</tr>
<tr>
<td>2.4 Local road travel km rate reimbursement</td>
<td>Per km</td>
<td></td>
</tr>
</tbody>
</table>

**Subtotal Travel**

3. Printing and supplies

<table>
<thead>
<tr>
<th>Costs</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>3.1 Printing workshop/conference materials (pax/pages (colour/B&amp;W))</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.2 Name tags participants</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.3 Conference bags, folders, etc</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.4 Banners, visibility materials</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.5 Publications, photos, reports, etc</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Subtotal Equipment and supplies**

4. Local events/Study tours

<table>
<thead>
<tr>
<th>Costs</th>
<th>Per day</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>4.1 Venue hire costs (conference facilities with meals, etc)</td>
<td>Per day</td>
<td></td>
</tr>
<tr>
<td>4.2 Breakaway room hire</td>
<td>Per day</td>
<td></td>
</tr>
<tr>
<td>4.3 Other services (microphones, PA systems, flipcharts, etc)</td>
<td>Per day</td>
<td></td>
</tr>
</tbody>
</table>

**Subtotal Local events**

5. International events/Study tours

<table>
<thead>
<tr>
<th>Costs</th>
<th>Per day</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>5.1 Venue hire costs (conference facilities with meals, etc)</td>
<td>Per day</td>
<td></td>
</tr>
<tr>
<td>5.2 Breakaway room hire</td>
<td>Per day</td>
<td></td>
</tr>
<tr>
<td>5.3 Other services (microphones, PA systems, flipcharts, etc)</td>
<td>Per day</td>
<td></td>
</tr>
</tbody>
</table>

**Subtotal Other costs, services**

6. Other costs not specified above

**SUBTOTAL**

7. Add 2% Contingency

8. Total accepted costs of the Project

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First Call for Proposals: Guidelines and Criteria for Support
# ANNEX 1c Gantt Chart template

## Project Planner

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>PLAN START</th>
<th>PLAN DURATION</th>
<th>ACTUAL START</th>
<th>ACTUAL DURATION</th>
<th>PERCENT COMPLETE</th>
<th>MONTH</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Task 1.1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Activity 2</td>
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<td>Task 3.1</td>
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<td>Activity 4</td>
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<td>Task 4.1</td>
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<td>Activity 5</td>
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<td>Activity 6</td>
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<tr>
<td>Task 6.1</td>
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N.B. Additional Months, Activities and Tasks can be added based on your project needs and planning

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First Call for Proposals: Guidelines and Criteria for Support
ANNEX II Evaluation Grid

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

**N.B. 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.

<table>
<thead>
<tr>
<th>SA Applicant</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>SA Department</td>
<td></td>
</tr>
<tr>
<td>EU Partner institution</td>
<td></td>
</tr>
</tbody>
</table>

**Summary (15 lines max) of the proposal:**

---

**Administrative check**

<table>
<thead>
<tr>
<th>a. Concept Proposal arrived by email by the deadline?</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>b. Concept Proposal following the standard Application form, including the Logical Framework and Budget models and the Gantt Chart?</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>c. Total budget within the maximum amount of the CfP?</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>d. Presence of the supporting letter by the SA Department?</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>e. Presence of the supporting letter by the EU institution?</td>
<td>YES</td>
<td>NO</td>
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</table>

**1. Alignment and Motivation**

| 1.1 Are the opportunities and the benefits for policy dialogue clearly identified in the concept proposal? | YES | NO |
| 1.2 Is there alignment with priority aspects of the TDCA, the Strategic Partnership and national priorities? | YES | NO |
| 1.3 Does the proposed Dialogue have added value for dialogue development by reference to other interventions? | YES | NO |
| 1.4 Is the proposal aligned with ongoing or emerging dialogue areas? | YES | NO |
| 1.5 Does the applicant demonstrate alignment with the policy framework within which the applicant organisation and partners operate? | YES | NO |
| 1.6 Is this Dialogue complementary/not a duplication with other EU and member State projects or funding mechanisms? | YES | NO |

**2. Partners and Stakeholders**

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
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</thead>
</table>

First Call for Proposals: Guidelines and Criteria for Support
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?


3.1 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

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?

<table>
<thead>
<tr>
<th>PMU Recommendation to PSC</th>
</tr>
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</table>

**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 III  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.

<table>
<thead>
<tr>
<th>Applic. No</th>
<th>Lead applicant</th>
<th>Date [&amp; time] of submission</th>
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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.

<table>
<thead>
<tr>
<th>Applic. No</th>
<th>Lead applicant</th>
<th>Reasons for elimination</th>
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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 ......
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

<table>
<thead>
<tr>
<th>Application sequence No</th>
<th>Lead applicant</th>
<th>Score</th>
<th>Requested and Recommended budget</th>
<th>Comments</th>
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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.**

<table>
<thead>
<tr>
<th>Applic. No</th>
<th>Lead applicant</th>
<th>Score</th>
<th>Requested and Recommended budget</th>
<th>Comments</th>
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ANNEX IV 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
- Detail sustainability of this intervention – long term relationships/collaboration with EU institutions envisaged.
About the EU-SA Dialogue Facility

The Dialogue Facility seeks to support the strengthening of policy dialogue between 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 relationships with the intention of strengthening political and economic cooperation. The Strategic Partnership is a significant move by the EU and South Africa beyond 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