



COVID-19 CONCEPT PROPOSAL:

6TH Call for Proposals Closing 30th October 2020

Insert your Departmental & partner logo.

South African main Applicant Department(s)	
European / EU Member State Partners to application	
Dialogue 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/17)
Project duration <i>(6-12 months)</i>	Start date: Expected end date:

We, as applicants, take note of the following rules governing the funding support to the project in the event of a successful application:

- 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 duly written 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 -no 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.
- We will follow the EU Communication & Visibility Guidelines with regards to events, publications, etc.



Applicants should complete the following sections in no more than 4-6 pages and add Annexes as per templates.							
	Short title of proposed dialogue project: <i>Maximum 15 words</i>						
	Short description of dialogue – <i>Max 5-10-line synopsis</i>						
	Overall summary of the proposed project SA-EU COVID-19 Dialogue (<i>Max 1/2 page</i>)						
1.	<p>Alignment & Motivation (<i>Max 1/2 page</i>)</p> <ul style="list-style-type: none"> • Merit of the dialogue: relevance to the objectives of the SA-EU Dialogue and the national COVID-19 priorities; • Complementarity and synergy with other EU- and Member States supported programs and mechanisms • Indicate if this proposal incorporates elements and characteristics that justify any additional advantages such as involvement of civil society and other non-state actor; mainstream of cross-cutting issues such as youth, gender equality and women empowerment, environmental sustainability and management of natural resources. 						
2.	<p>Partners and Stakeholders (<i>Max 1/2 page</i>)</p> <p>Applicant SA Department plus any additional South African Departments and/or Civil society/Business organisations that will be key partners in dialogue – this must be aligned to Annex IId Stakeholder Analysis . EU Member State dialogue partners/public sector /institutions and their respective domain countries.</p>						
3.	COVID-19 Policy Dialogue proposal topic and purpose (<i>Max 1 page</i>)						
4.	Policy cycle areas on which COVID-19 concept proposal will focus (<i>Max 1/2 page</i>) (<i>Legislation, best practice, capacity building, dialogue, etc.</i>)						
5.	<p>Short narrative description of methodology to be employed during implementation and logical flow of events & activities to obtain desired end result (<i>Max 2 pages</i>)</p> <p>Describe how different components (<i>desk-top research, virtual/on-line events and discussions, etc</i>) will form an integrated whole to achieve the dialogue objectives.</p> <p><i>Applicants should indicate in proposals how the COVID-19 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 (<i>Max ½ page</i>)</p> <p>Describe components such as for example desk review and best practice assistance, virtual/online workshops, webinars conferences, etc. that will form part of the dialogue and the flow/sequence of events.</p> <p><i>Please specify the number of Non-Key experts/Consultants and number of days each need to work in table below. Also indicate what these consultants need to do for example doing basic desk top reviews, quick best practice research etc.</i> (<i>The cost for these experts does not form part of your budget.</i>)</p> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; vertical-align: top; padding: 5px;"> <i>Senior consultant (PhD/Master’s & >10yrs experience)</i> </td> <td style="width: 40%; vertical-align: top; padding: 5px;"> <i>Describe what consultant must do (add line per consultant)</i> </td> <td style="width: 30%; vertical-align: top; padding: 5px;"> <i>Number of days (Typically <20days)</i> </td> </tr> <tr> <td style="vertical-align: top; padding: 5px;"> <i>Junior consultant (<10yrs experience & B degree)</i> </td> <td style="vertical-align: top; padding: 5px;"> <i>Describe what consultant must do (add line per consultant)</i> </td> <td style="vertical-align: top; padding: 5px;"> <i>Number of days (Typically <20 days)</i> </td> </tr> </table>	<i>Senior consultant (PhD/Master’s & >10yrs experience)</i>	<i>Describe what consultant must do (add line per consultant)</i>	<i>Number of days (Typically <20days)</i>	<i>Junior consultant (<10yrs experience & B degree)</i>	<i>Describe what consultant must do (add line per consultant)</i>	<i>Number of days (Typically <20 days)</i>
<i>Senior consultant (PhD/Master’s & >10yrs experience)</i>	<i>Describe what consultant must do (add line per consultant)</i>	<i>Number of days (Typically <20days)</i>					
<i>Junior consultant (<10yrs experience & B degree)</i>	<i>Describe what consultant must do (add line per consultant)</i>	<i>Number of days (Typically <20 days)</i>					
7.	<p>Short narrative summary of the indicative cost and duration of the main elements of the dialogue (<i>Max ½ page</i>) VERY IMPORTANT: A maximum 5% for contingencies shall be included in the budget. Please do not just refer to the completed budget template and Gantt Chart, i.e. motivate for number of proposed webinars/on-line forums/virtual conferences and justification of number of participants budgeted for per event, etc. Also indicate if any Departmental financial support to share costs of the project (co-financing by Dept is NOT not compulsory).</p>						