

Call for Proposals 2024

Partnership Projects for Sustainable Local Development
(Nakopa)



mit ihrer



im Auftrag des



An initiative to promote the development and implementation of local solutions to global issues in line with the 2030 Agenda for Sustainable Development

Under the Service Agency programme 'Partnership Projects for Sustainable Local Development' (Nakopa), German municipalities can apply for funding for development projects to be launched in 2024. These projects must be implemented in the context of partnerships between German municipalities and municipalities in emerging or developing countries. This support will be delivered by Engagement Global (EG) with its Service Agency Communities in One World (Service Agency) on behalf of the German Federal Ministry for Economic Cooperation and Development (BMZ), which will provide the funds.

This offer of funding is designed to support municipalities actively involved in development work in designing – together with their partner municipalities – local solutions to global issues as envisaged by the 2030 Agenda, and implementing these in the form of projects.

The Service Agency will advise municipalities on professional and administrative aspects of submitting proposals, implementing projects and reporting. Training courses will be held on these topics, and dialogue with other involved municipalities will be initiated.

This is the 12th Call for Proposals. The precise maximum funding amount for all Nakopa projects under this Call for Proposals will be published on the Service Agency's website in due course. This funding is subject to the availability of budget funds.

It is based on the German Government's grant regulations. The applicant has no legal entitlement to the award of funding. Funding decisions will be based on the requirements laid out in this Call for Proposals and the OECD-DAC criteria (relevance, impact, efficiency, effectiveness and sustainability).

Please not the following when planning and subsequently implementing your project:

1. Who is eligible to apply

- Municipalities
The project partner is the municipality in the Global South with which the German municipality submitting the proposal has entered into a partnership.
- The city districts for the Land of Berlin and the city-state of Hamburg are eligible to apply in their own right.

Further information on the role of eligible applicants and of actors to be involved:

- The municipality must maintain a partnership with a municipality in a developing or emerging country (see DAC country list, we reserve the right to make amendments). The project being proposed must be planned and implemented jointly and on equal terms within the context of the partnership. Projects must be expressly backed by the political will of both municipalities. It must be guaranteed that both partners will manage both the project activities per se and the financial aspects. Both sides will actively bring their municipal knowledge and experience to bear in the project. This will be demonstrated by attaching a declaration of partnership when submitting the project proposal. Municipalities are advised to obtain a council resolution before commencing the project.
- Joint proposals by several German municipalities and their partner municipalities are possible. In such cases one German municipality will act as the applicant and subsequent contractual partner (in the onward funding agreement) for the project. The other municipalities may be third-party donors and/or be involved in implementation.
- A German municipality that maintains two partnerships with municipalities from different countries in the Global South (three-way or triangular partnership) may submit a joint proposal and implement activities in both countries at the same time, provided that these municipalities are networked with each other.
- The municipality may work together with municipally-owned companies and enterprises, as well as civil society organisations (e.g. local initiatives and associations) in Germany and abroad. These are considered to be further project actors. They will support the municipalities in implementing the project, and have specific project-related competences and where possible a local link to the German municipality or the project partner. Overall management of the project and

accountability are always incumbent solely on the applicant, and may not be transferred to third parties.

- As a basic principle, under this Call for Proposals no more than two proposals per municipality may be funded.

2. What can be funded

- Only projects that involve municipal development cooperation are eligible. The term 'municipal development cooperation' encompasses all the development funds employed and the measures taken by German municipalities both in Germany and in partner countries. Its purpose is to promote sustainable global development aligned with the common good, and help improve economic and social development in the Global South.
- In terms of content the project must make a contribution toward implementing the 2030 Agenda and toward achieving the Sustainable Development Goals (SDGs), and thus toward the German Federal Government's National Sustainable Development Strategy.
- Furthermore, the project must clearly deliver development results at the local level and clearly relate to one of the following topics: sustainable services of general interest, good local governance or climate change mitigation/adaptation.
- Projects may also be supported that innovatively link the themes of fair trade and sustainable procurement, or hygiene, prevention and health protection, and help to strengthen the resilience of local self-government at the local level with the primary activity area – i.e. international municipal relations for development and partnership work.
- Projects must incorporate the goal of gender mainstreaming (equal inclusion of all genders). They must also be conflict-sensitive, and aligned with local and national development plans.
- Both municipalities must make sure they conduct appropriate public outreach activities on the project/the partnership.
- The BMZ Strategy Papers relevant to the project proposed must be complied with during project planning and implementation. All documents can be accessed at <https://www.bmz.de/de/aktuelles/publikationen>.

3. Formal requirements for the funding and scope

- Partial financing: The funding will be provided as partial financing. It will cover up to 90 per cent of the total eligible expenditure (sum total of project expenditure, reserves and lump sum for administrative costs). At least 10 per cent of the total expenditure must be provided by the applicant in the form of the partners' own funds or third-party funds. Co-financing contributions of funds from a (German) federal state can be recognised as part of this contribution of the partners' own funds. In that case, the relevant state budgetary regulations must be complied with. As a basic principle in-kind contributions provided by the partners are not eligible as the partners' own funds, and will be shown alongside the budget for informational purposes.
- The funding will be awarded for:
 - **Projects with funding of between 50,000 and 100,000 euros.** Projects must not exceed a maximum duration of 24 months.
 - **Projects with funding of between 100,000 and 250,000 euros.** Projects should have a duration of between 24 and 36 months, and must be completed by **30/06/2027**.
 - A lump sum for administrative overheads (to cover the administrative costs incurred, e.g. a percentage for personnel, communication etc.) equivalent to a maximum of 7% in addition to the total eligible project expenditure (as listed in the Cost and Financing Plan). To offset their staff/fee costs the municipality implementing the project may transfer some or all of the lump sum for administrative costs to the project partner or participating actors.
 - Proposals may also include a lump sum of up to 3.5% as reserves for unavoidable additional expenses. These reserves should be used primarily for additional expenditure due to inflation. Before using these reserves for unavoidable (non-inflation-related) additional expenditure the prior consent of EG must be obtained.
- Monitoring: Only projects with a clearly defined and measurable project objective that can be achieved within the envisaged financial framework and time frame are eligible for support. When planning the project, please make sure that implementing it is feasible within the given time frame e.g. by breaking down the objectives into a reasonable number of sub-objectives (maximum of four) that can realistically be achieved. This must be substantiated with reference to indicators. It must be possible to monitor implementation and results both during the project and after its completion. A proper interim report must be produced, as must the final report once the project has been completed.

- The sustainability of the project beyond the project term must be guaranteed. To this end the funded municipality also undertakes to meet by other means any follow-on costs generated by the project.
- Neither the German municipality nor the project partners may pursue commercial interests of their own or of third parties through the activities, either directly or indirectly.
- Avoiding chains of funding and duplication of funding: Please note that each funded project must be a self-contained project, and must be capable of being implemented independently of any other funding. No other funding from the German Federal Government or Engagement Global may be applied for or have been approved for the proposed project or its individual activities.

4. Use of the funds

- Capacity development: The project must revolve around cooperation between the partner municipalities and the sharing of municipal expertise. Establishing and further developing the municipal partnership will be an integral element of the project to be implemented. Expenditure on investment in infrastructure must therefore be combined with measures for capacity development (costs for accommodation and board, travel and/or transport, materials, fees, rental of seminar rooms, any course fees for training measures, etc.), awareness raising or international dialogue. Projects that involve only infrastructure are ineligible for support.
- Expenditure on items of equipment and materials, and the initial supply of consumables, including the necessary costs for procurement and transport thereof, are eligible. Equipment and materials must match local needs in terms of quality, price, availability and maintenance/care.
- Expenditure on construction measures that contribute directly to achieving the project objective is eligible, however the acquisition of land is ineligible. The land to be used for the project must be owned by the partner municipality or by a local not-for-profit institution, and is not eligible as an in-kind contribution. If no suitable building land is available as yet, procurement thereof – which is independent of the funding – must comply with social responsibility criteria and involve procedures that are transparent for the public.
- Place of use of the funds: The funds must be used primarily in the partner country. However, accompanying measures in Germany funded through the grant from Engagement Global are expressly encouraged, e.g. networking and public information work, or development education. The accompanying measures in Germany must not account for more than 20% of the total eligible costs (see subtotal in Cost Plan for items 6.1 to 6.6). Expenditure incurred in Germany does not fall under this 20% rule if (i) it generates results directly in the partner country, e.g. a work shadowing assignment or a study trip made by the partner to Germany, or if (ii) even after a market analysis it is not possible to make procurements on the local market in the partner country.
- Studies: Feasibility studies and preliminary studies that assess the feasibility and appropriateness of the project must have been completed before the project commences. Expenditure incurred in this connection during the year in which the proposal was

submitted is eligible for up to a maximum of 5% of the total costs. Technical/scientific studies and the preparation of papers and strategies during the course of the project can be supported to the tune of up to 1/3 of the total eligible expenditure, and are only eligible if accompanied by a first pilot measure for implementation. Examples of possible activities for implementation must be described in the proposal and shown in the budget. The plans for pilot projects can be adjusted up to 3 months after completion of the study; these plans are subject to EG's agreement, unless already approved when the proposal was submitted.

- Expenditure incurred in the course of results measurement is eligible, provided that the results are forwarded to EG, and that the expenditure is proportionate to the total expenditure and is clearly justified.
- Human resources: It is not possible to finance positions in the German municipality. Fees paid to municipal staff members are ineligible.

Positions that are required in the partner country in order to secure the project beyond the end of the project term will be calculated annually at decreasing rates (usually 100%, 80%, 60%) from the point at which they are first supported until the end of the project term. The costs must be in line with local going rates, and be proportionate to the total project expenditure. The proposal must explain why the position is needed and describe the duties involved. The financing of the positions after the end of the project term must be guaranteed. Expenditure on local personnel in the partner country also includes short-term training measures, provided that the personnel are directly involved in implementing the project.

A synergy between Nakopa and EG instruments for human resources support (e.g. the Coordinators for Municipal Development Cooperation programme¹ or the Experts for Municipal Partnerships Worldwide programme) is possible; however, each project must be designed such that it can be implemented independently of other project support.

- Missions: Assignments of municipal personnel or thematic experts that extend beyond a continuous period of 12 weeks are ineligible for support. Regarding medium- or long-term assignments, please refer to the appropriate HR instruments².

¹ Read more about the Coordinators for Municipal Development Cooperation programme: <https://skew.engagement-global.de/koordination-kommunaler-entwicklungspolitik.html>.

² For information on the Senior Expert Service (SES) or the Experts for Municipal Partnerships Worldwide (FKPW) programme, please visit the relevant websites by clicking here: <https://www.engagement-global.de/ses-senior-experten-service.html> and <https://skew.engagement-global.de/experts-worldwide.html>.

- Project support journeys: Journeys made by delegations solely for purposes of prestige are ineligible for support. Expenditure on travel to the partner region is eligible only if (i) the individuals making the journey perform a specific task to promote the partnership and the project as part of their mandate, and (ii) a project-specific effect on a concrete development objective is demonstrable. Such proposals must be explained and justified, and submitted to Engagement Global in good time. For projects lasting several years, per year a maximum of one journey of up to seven days for two people to support the project may be proposed. Only for projects designed primarily for knowledge transfer can further journeys for purposes of sharing lessons learned/expert dialogue be proposed. The purpose of the journey, as well as the number, job titles and duties of the individuals making the journey, must be appropriate and must be described in specific detail in the proposal.

For air travel, the costs for economy class are eligible; for rail journeys the costs for second class are eligible. Flights in a higher class can only be reimbursed in justified individual cases, and only when the prior written consent of Engagement Global has been obtained. Costs for vaccinations, medicines and visas are eligible. The basis for reimbursement shall be the recommendations of the Standing Committee on Vaccination (STIKO) at the Robert Koch Institute (RKI) in conjunction with the travel guidelines of the German Federal Foreign Office. Climate-appropriate clothing cannot be financed.

- Projects for which chiefly current expenditure – including personnel costs – is to be financed, are ineligible for support.
- Costs for materials and equipment such as expenditure on printed products (publications, information materials, flyers, posters etc.), consumables, room hire, rental fees, transport, technical equipment are eligible.

5. Onward transfer of funds

- The German municipality may transfer funds onward to the project partners in the partner country in order to fulfil the purpose of the grant. In this case a project agreement must be entered into in the form of a civil law contract, in order to guarantee compliance with the requirements contractually agreed with Engagement Global. The German municipality remains the responsible contractual partner of Engagement Global.
- If local actors play an important role in the project, and work to help achieve its objectives, funds equivalent to up to 1/3 of the funding amount may be transferred onward to these actors. The funds must be used for activities of the project in question, whose implementation was agreed in the onward funding agreement. The transferred funds comprise exclusively financial resources for operational activities. Responsibility for project management still always rests with the municipalities. The local actors (initiatives and associations) cannot charge for their own services (personnel costs). Funds may not be transferred onward to municipal enterprises or associations; exceptions to this rule are utilities and municipally-owned companies that form part of the municipalities, and not-for-profit associations. Nor may funds be transferred onward to private individuals.
- When funds are transferred onward to the project partners, the foreign exchange import regulations of the country concerned must be complied with, and vouchers documenting the exchange transactions must be retained.

If the German municipality transfers grant funds onward to partner organisations (in the partner country), and if legal provisions in the partner country prescribe the withholding of original vouchers, then instead of submitting original vouchers the German municipality may call in independent chartered accountants to prepare proof of the use of funds. The expenditure is then eligible.

6. Travel and safety

In case of project-related journeys abroad, the funded municipality must ensure that beforehand the persons making the journeys obtain the relevant information on local laws and the local security situation, as well as the necessary health precautions, and take the necessary measures, such as vaccinations and the taking out of foreign travel insurance (health, accident and liability insurance). To ensure they are included in the German Embassy's crisis preparedness and response measures, the persons travelling must register online at [ELEFAND Anmeldung \(diplo.de\)](https://www.diplo.de/ELEFAND) no later than 10 days prior to their outward journey.

For journeys outside of Germany, please note the instructions on safety and security precautions and on what to do in an emergency or a crisis, which are available at Nakopa – Service Agency ([engagement-global.de](https://www.engagement-global.de)) .

Submission procedure

Proposals can be submitted **by no later than 30 September 2023** using Engagement Global's support programme software, which you can access at <https://foerderung.engagement-global.de/>.

You cannot submit a proposal until your project outline/expression of interest, which must have reached us by 31 July 2023, has been fed into our support programme software system. Once your expression of interest has been verified, your municipality will be eligible to submit a proposal. Please note that if you are not yet registered as an applicant, you must first register in our system and request verification of your entity's eligibility to submit a proposal. After verification, we will notify you that you have been cleared to submit your proposal.

To prepare for submitting your proposal we advise you to take part in our seminar on writing proposals (Proposals made easy). Various dates will be available during the proposal submission period. These will be published on the EG website. We can also offer you a personal consultation. To agree an appointment for consultation, we recommend that you get in touch with the contact persons indicated on our website as soon as possible.

If your proposal is approved, we would also urge you to take part in at least one of our two seminars on project implementation (Making projects a success) or project accounting (Preparing reports). To check dates for all seminars, please see our website (<https://skew.engagement-global.de/funding-from-the-nakopa-programme.html>).

The submitted proposal must be signed by the authorised signatory pursuant to your municipal code.

The proposals we receive will be evaluated in the order in which we receive them on the basis of the OECD-DAC criteria and the requirements detailed in this Call for Proposals. They will not be approved until deemed to be eligible for support.

Please submit your proposal documents to us by post to the following address (you must have fed your proposal into our support programme software system before the deadline):

Postal address:

Engagement Global gGmbH/Service Agency Communities in One World
c/o The 'Nakopa' team
Friedrich-Ebert-Allee 40
53113 Bonn
Germany

For contact details of our programme officers please see our website:

<https://skew.engagement-global.de/funding-from-the-nakopa-programme.html>

Please submit email enquiries to our programme mailbox:

nakopa.skew@engagement-global.de

For further information, please browse our website.