

Call for Proposals 2017

‘Partnership Projects for Sustainable Local Development’

The Service Agency programme ‘Partnership Projects for Sustainable Local Development’ (Nakopa) is once again inviting German municipalities to apply for funding from the German Federal Ministry for Economic Cooperation and Development (BMZ) in 2017. Funding is available to subsidise development projects implemented in the context of partnerships between German municipalities and municipalities in emerging or developing countries. This offer of funding is designed to encourage all municipalities actively involved in development work to further expand their engagement and make full use of their potential for development cooperation. It is open to all German municipalities that already maintain, or are in the process of establishing, a partnership with a municipality in the Global South.

This offer of funding by Engagement Global/ the Service Agency Communities in One World also includes training measures and networking with other engaged municipalities. The Service Agency will be glad to advise interested municipalities and applicants, and the subsequent project executing agencies.

This call for proposals for 2017 is subject to the availability of budget funds.

Guidelines for submitting a proposal

When planning and implementing a project with your partner municipality in an emerging or developing country, please observe the following guidelines:

1. Basic principles

- Proposals may be submitted by German municipalities (policymakers and administrators) that satisfy the following conditions:
 - The municipality must already have a partnership with a municipality in a developing or emerging country (see DAC country list). In justifiable exceptional cases this condition may be waived, where establishing a new partnership with such a municipality forms part of the project to be implemented.
 - The project being proposed must be planned and implemented jointly and on equal terms within the context of the municipal partnership.
 - Experience with joint project work, especially in the fields of *sustainable services of general interest, good local governance or climate change mitigation/adaptation*, will be considered an asset.
- Generally speaking, associations of several German municipalities and their partner municipalities are possible. In such cases one German municipality will act as the applicant

and contact point for the project. The other municipalities will support the project as cooperating partners.

- Proposals may also be submitted by (leading) German municipal associations that are planning a project together with equivalent associations in the partner country. If no equivalent association structure exists in the partner country as yet, other municipal groupings may be accepted as the project partner, provided that the aim of the project is to establish an association structure.
- If local initiatives and community associations play an important role in maintaining the municipal partnership, and make an appropriate contribution to the partnership project being proposed, funds equivalent to up to 1/3 of the amount of support may be transferred onward to these initiatives/associations. Appropriate arrangements for this must be stipulated in a private law contract.
- Cooperation partners taking part in the programme must not pursue financial interests of their own. When contracts are awarded to service providers (e.g. universities or consulting companies) the applicable procurement criteria must be complied with. Overall management of the project may not be transferred to third parties.
- The involvement of the municipality submitting the application/its representatives in ongoing or completed projects or training measures of the Service Agency is considered desirable.
- Only projects with a clearly defined project objective that can be achieved within the given financial framework and time frame will be supported. Results-based monitoring must be possible.
- The sustainability of the project beyond the period of support must be guaranteed.

2. Project themes and content

- The project must be clearly related to the development activities of the municipalities, and fall into one of the categories *sustainable services of general interest, good local governance or climate change mitigation/adaptation*.
- Projects may also be supported that link *migration and development at the local level or fair trade and sustainable municipal procurement* with the primary activity area of *international municipal relations for development and partnership work*.
- The project must revolve around local cooperation between the partner municipalities and the sharing of local government expertise. The establishment or development of the municipal partnership must be an integral component of the measure to be implemented. Assignments of administrative personnel or thematic experts that extend beyond a

continuous period of 4 weeks cannot be supported. Regarding medium- or long-term assignments, please refer to the appropriate HR instruments.¹

- School projects that fall under the responsibility of the ENSA programme² are ineligible for support. Projects that involve only the supply of materials/equipment or only the construction of schools are normally ineligible for support.
- Expenditure on infrastructural investment should be combined with measures for capacity development or for international exchange of expertise.
- Feasibility studies and preliminary studies that assess the feasibility and appropriateness of a 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 are only eligible for up to 1/3 of the total costs, and only if accompanied by a first pilot measure for implementation. Examples of possible measures 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 adjustments are subject to the Service Agency's agreement, unless already approved when the proposal was submitted.
- Conferences and journeys made to establish or develop a partnership must have a demonstrable effect on a specific development objective. Journeys made by delegations solely for purposes of prestige are ineligible for support. For projects that extend over several years, a maximum of 1 journey for 2 people to support the project can be proposed.
- The project must incorporate the goal of gender mainstreaming (equal inclusion of women and men), and be conflict-sensitive in design.
- The BMZ Strategy Papers relevant to the project proposed must be complied with during project planning and implementation. All documents can be accessed at <http://www.bmz.de/en/publications/index.html>.

3. **Formal requirements**

- The scope of project funding should be between EUR 20,000 and EUR 500,000.
- Where experience is still lacking in the partnership (inter-municipal relationship less than one year old, no joint project experience), the amount first applied for must not exceed EUR 50,000.

¹ Information on ASA-Kommunal (<https://skew.engagement-global.de/asa-kommunal.html>), CIM/IFKW (<https://skew.engagement-global.de/integrierte-fachkraefte.html>) and SES (<https://www.engagement-global.de/ses-senior-experten-service.html>) can be obtained from the relevant websites.

² Information on Engagement Global's ENSA programme can be accessed here: <https://www.engagement-global.de/ensa-entwicklungspolitisches-schulaustauschprogramm.html>.

- Partnerships in which the partners have been working together closely for several years can receive funding of up to EUR 250,000.
- In exceptional cases, proposed projects that follow on from intensive, well documented thematic cooperation with the partner municipality (e.g. programmes of action, preliminary studies, other support from public donors) can receive funding of up to EUR 500,000.
- Up to 90% of the costs of the project may be financed. At least 10% per cent of the expenditure must be covered by the municipality or association submitting the application through its own funds and/or third-party funds.
- Co-financing using funds of a (German federal) state is desirable; the financial regulations of the state concerned must then also be observed.
- Non-cash inputs provided by the municipality are not eligible as the municipality's own funds, and should be shown separately from the budget for information only.
- The funds must be used primarily in the partner country. However, accompanying measures in Germany to promote civic engagement are expressly encouraged, e.g. networking and information work, or development education measures. The accompanying measures in Germany must not account for more than 20% of the total eligible costs.
- The projects must begin in 2017, and must not exceed a maximum of up to three years. Projects planned and implemented in the context of partnerships where experience is still lacking should not run for longer than twelve months.
- For projects lasting several years, the application must clearly indicate which funds are being applied for for which financial years. If no call for disbursement is made for the funds for a particular financial year, these funds will be forfeited. Funds cannot be carried over into subsequent financial years.
- An appropriate balance must be struck between investments for the measures to be implemented (e.g. including investments in human capital and know-how transfer), and current expenditure for overall project administration. Projects for which chiefly current expenditure (including personnel costs) is to be financed, will not be supported.
- Proposals may also include a lump sum of up to 3.5% as reserves for inflation-related cost increases and unavoidable additional expenses, as well as a lump sum of up to 7% for administrative costs.
- Before Engagement Global / the Service Agency transfers the funds to the project executing agency, a project agreement must be concluded with the latter in the form of a civil law contract.
- Before transferring the funds to the project partner in the partner country, the German municipality executing the project must enter into a project agreement with the project partner in the form of a civil law contract, in order to guarantee compliance with the requirements contractually agreed with Engagement Global / the Service Agency.

Who to contact, and deadlines

Should you be interested, please send us your **expression of interest by no later than Friday, 27 January 2017** by e-mail and also by surface mail using the addresses shown on the form. You must submit an expression of interest before subsequently applying for support.

The deadline for submission of project proposals is Friday, 21 April 2017. If your application is successful, we would expect your project to be launched in September 2017. Please submit your application documents both by e-mail and by surface mail to the following addresses:

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