

# ***CEI Know-how Exchange Programme (KEP)***

## ***KEP AUSTRIA Call 2015***

### **Expression of Interest**

#### **IMPORTANT**

This Expression of Interest, other submitted documents, and information therein provided, may be made publicly available on the CEI website and to CEI bodies and partner organisations.

This Expression of Interest shall be submitted to the CEI Executive Secretariat and to the CEI National Co-ordinator in your country. A list of National Co-ordinators is available on the CEI website:  
<http://www.cei.int/contacts/National%2BCo-ordinators>

All financial data have to be in EUR.

*Latest update: March 2015*

1. PROJECT SUMMARY		
<b>1.1 Project Title and Acronym</b> <i>Provide a full title of the project and, if applicable, its acronym.</i>		
<b>1.2 Applicant</b>		<b>1.3 Main Partner</b>
<input type="checkbox"/> <b>Know-how provider</b>  <input type="checkbox"/> <b>Know-how recipient</b> <i>(Tick the appropriate box)</i>  Organisation Name:		<input type="checkbox"/> <b>Know-how provider</b>  <input type="checkbox"/> <b>Know-how recipient</b> <i>(Tick the appropriate box)</i>  Organisation Name:
<b>1.4 Country of the Applicant</b>		<b>1.5 Country of the Main Partner</b>
<b>1.6 Additional partners involved in the project (if any)</b>		
<b>1.7 Estimated start date:</b> <i>day/month/year</i>	<b>1.8 Estimated end date:</b> <i>day/month/year</i>	<b>1.9 Expected project duration:</b> <i>No. of months</i>
<b>1.10 Project Cost</b> <i>Provide total amount in EUR</i>		<b>1.11 Requested KEP grant (% of total amount)</b> <i>Provide amount of requested KEP grant in EUR</i>
<b>1.12 Project summary (max 2 pages A4; minimum font size: 12 points)</b> <i>provide a concise summary of the project: The following key words should be taken into account: background, activities, results, sustainability, risks.</i>		

## 2. APPLICANT AND MAIN PARTNER

### 2.1 Applicant

*Provide contact details of the Applicant and define its legal status (public, private, NGO etc.).*

Organisation name:

Address:

Tel.:

Fax:

E-mail:

Website:

Legal status:

**Person responsible for project implementation / Contact person:**

### 2.2 Description of the Applicant, background and experience (max 100 words)

*Provide a short description, i.e. background, main activities, etc. Illustrate the Applicant's capacity to deliver this project and explain its experience and specific knowledge of topics addressed by the project.*

### 2.3 Main Partner

*Provide contact details of Main Partner and define its legal status (public, private, NGO etc.).*

Organisation name:

Address:

Tel.:

Fax:

E-mail:

Website:

Legal status:

**Person responsible for project implementation / Contact person:**

### 2.4 Description of the Main Partner (max 100 words)

*Provide a short description, i.e. its role in the country, main activities, and the possible effects of its involvement in the project. Explain its experience and specific knowledge of the topics addressed by the project.*

**2.5 How did you learn about KEP AUSTRIA?**

*Provide a short description.*

**2.6 Have you ever received co-financing from this Programme or from any other CEI Fund?**

*Provide a short description.*

**3. BACKGROUND AND RATIONALE**

**3.1 Background and rationale (max 100 words)**

*Describe the origins of the project and the problems the project is expected to address. Why is it necessary to implement this project?*

**3.2 Compatibility with the Priority Areas of KEP AUSTRIA (max 100 words)**

*Define which of the Priority Areas listed in the Call is addressed by the project and clearly explain why and how.*

**4. IMPLEMENTATION AND RESULTS**

**4.1 Description of project activities (max 150 words)**

*Describe the activities proposed for implementation in order to meet the project objectives. Explain how and by whom the activities will be organised and implemented.*

#### 4.2 Results, impact and sustainability (max 100 words)

Describe the main expected results of the project. Describe how the project results will be used after the end of project and if follow-up activities are envisaged beyond the project's end date. What will be the long-lasting impact of the project?

#### 4.3 Social, environmental and gender issues (max 100 words)

Explain how the project can take into account any barriers to the participation of vulnerable social groups or people with disabilities; to environmental and natural resources; to the participation of women.

### 5. SIMPLIFIED BUDGET

#### 5.1 Total amount and requested KEP grant

Total eligible amount of project	in EUR	0 €
Requested KEP grant	in EUR	0 €
	% of total amount	0 %

#### 5.2 Simplified breakdown of estimated expenses

Provide a simplified budget breakdown specifying which part will be covered by the KEP grant.

No.	Budget items	Total	KEP grant
1.	Personnel	0 €	0 €
2.	Travel	0 €	0 €
3.	Accommodation	0 €	0 €
4.	Meetings and events	0 €	0 €
5.	Equipment	0 €	0 €
6.	Promotion	0 €	0 €
7.	Administrative costs	0 €	0 €
8.	Auditing <sup>2</sup> (Mandatory independent auditing of final accounts)	0 €	0 €
9.	Other (please specify)	0 €	0 €
<b>SUBTOTAL</b>		<b>0 €</b>	<b>0 €</b>

### 6. FINANCIAL RESOURCES

<sup>2</sup> Before submitting the final report to the CEI Executive Secretariat, the final accounts of the project must be examined by an external auditor. The cost of the audit can be included in the project budget.

### 6.1 Project financing

This table shows the distribution of contributions between the KEP, the Applicant, the Main Partner, any additional partner and any other contributor to the project. Add or remove rows in the table as needed.

Confirmed or requested sources of financing	Amount	% of total project cost
KEP grant	0 €	0 %
Contribution of the Applicant	0 €	0 %
Contribution of the Main Partner	0 €	0 %
Contribution of additional partners (if any)	0 €	0 %
Any other contribution ( <i>please specify</i> )	0 €	0 %
	0 €	0 %
<b>Total</b>	<b>0 €</b>	<b>100%</b>

## 7. SIGNATURES OF LEGAL REPRESENTATIVES

### For the Applicant:

I confirm that I am duly authorised by *[name of the Applicant]* to sign this Expression of Interest and that the information therein provided is correct and accurate. I confirm that *[name of the Applicant]* by me represented has sufficient financial sources and operational capacity to complete this project.

Name of Applicant:

Legal Representative:

Position:

Date:

Signature of Legal Representative and stamp of the Applicant:

### For the Main Partner:

I confirm that I am duly authorised by *[name of the Main Partner]* to sign this Expression of Interest and that the information therein provided is correct and accurate. I confirm that *[name of the Main Partner]* by me represented has sufficient financial sources and operational capacity to complete this project.

Name of Main Partner:

Legal Representative:

Position:

Date:

Signature of Legal Representative and stamp of the Main Partner:

## Application Guidelines for Expressions of Interest and Full Applications

*The guidelines below apply to the drafting of both the Expression of Interest and the Application Form. Some apply exclusively to the preparation of the full Application (for shortlisted proposals proceeding to step 2)*

### 1. Project Summary

**Expression of Interest/Application Form:** The Applicant shall complete the KEP Expression of Interest/Application Form, which includes the Budget Excel file, in accordance with the instructions provided in these KEP AUSTRIA Application Guidelines and to the instructions included in the related forms. The Applicant is requested to complete the documents carefully and as clearly as possible.

**Project title and Acronym:** The project title shall reflect the purpose of the proposed intervention and shall become the trademark of the project (catchy and relevant). The Applicant shall provide both the full title and, if applicable, its acronym.

**Applicant:** know-how provider or know-how recipient

**Main Partner:** know-how provider or know-how recipient

**Country of Applicant:** specify

**Country of Main Partner:** specify

**Additional partners/s:** Provide the names and the countries of any additional partners involved in the project.

**Estimated start date:** day/month/year

**Estimated end date:** day/month/year

**Expected project duration:** Provide the number of months. Project duration should not normally exceed 24 months. However, it is decided for every Call for Proposals on the basis of the duration of the KEP Austria Project.

**Project cost and requested KEP Grant:** Amounts are to be provided in EUR.

**Project summary:** The project summary should give a clear view of the project elements, such as the background, activities, results, sustainability and risks.

*FOR FULL APPLICATIONS ONLY:* The project shall be described in an extensive form, touching on all relevant aspects of its preparation, implementation and follow-up. Descriptions in this section of Applications could be used on the CEI website, the CEI Newsletter and other tools of communication.

## 2. Applicant and Main Partner

**Descriptions:** The Applicant and Main Partner shall provide a concise description of their organisation structures and scope of activities. The Applicant and Main Partner shall outline significant projects and activities

implemented by his/her organisation and/or individual staff members. Information provided in this chapter shall demonstrate the Applicant's and Main Partner's experience in the sector of intervention and his/her capability to deliver the proposed project.

**How did you learn about KEP Austria?** Provide a short description.

**Have you ever received co-financing from this Programme or from any other CEI Fund?** Please provide any reference to previous activities in the CEI framework, including applications that were not successful.

## 3. Background and rationale

**Description:** This chapter describes the general framework in which the project will be carried out and examines the problem(s) the project is designed to address and solve. This examination should include information on what done by the government and regional/local authorities, as well as by other organisations on the issue, and whether the project is coordinated with these initiatives.

**Strategic framework *FOR FULL APPLICATIONS ONLY:*** The Applicant shall indicate whether the project contributes to any wider strategic framework and to the country and sector strategies of the EU, to International Organisations or International Financial Institutions. The Applicant shall provide reference to specific policies, strategies, action plans etc. and describe in which way, the project is in line with the national, regional or local development plans or strategies of the beneficiary/recipient country.



**Synergies and duplications** *FOR FULL APPLICATIONS ONLY*: The Applicant shall indicate whether there have been similar projects and initiatives in a given field in the beneficiary country and shall explain how his/her project relates to those similar initiatives and how he/she intend to ensure synergies and avoid duplications.

**Compatibility with the Priority Areas of KEP AUSTRIA Call 2014**: The Applicant shall define which Priority Area is addressed by the project and clearly explain why and how.

**Ownership of the Main Partner** *FOR FULL APPLICATIONS ONLY*: The Applicant shall describe to which extent the Main Partner has participated in planning the project and drafting the proposal. Information provided in this chapter shall demonstrate that the project has been designed according to beneficiary's needs. Both the Applicant and Main Partner are to be committed to its implementation.

## 4. Implementation and Results

**Description of project activities**: The Applicant shall describe activities, which will be carried out by the project to produce the desired results. Each result could require a number of actions. It is necessary to state the term of each activity, the setup and who will be responsible for the implementation. The Applicant is also to clearly mention the number of participants and the project output. Any planned follow-up activities after the implementation of the project shall be described.

**Work plan and timetable** *FOR FULL APPLICATIONS ONLY*: Based on the information given in point 4.1 the Applicant shall provide a timetable for each project activity from the start to the Final Report. He/she shall also specify estimated cost for each activity.

**Results, impact and sustainability**: This chapter is to outline objectives and expected results of the project. The Applicant should ensure that the project objectives are defined, measurable and feasible within a set time frame. Project objectives must be tied down to quantifiable indicators. Immediate and long-term results shall be illustrated separately. The Applicant is to explain which are the results delivered immediately after

implementation as well as the long-lasting impact of the project. Any envisaged follow-up activities beyond the project's end date are also to be described.

When completing this section, Applicants may apply the following framework:

- Project goal (development objective) – long term impact
- Outcomes (project purpose) – immediate and mid-term effects
- Outputs (results) – products of the project

**Social, environmental and gender aspects**: The Applicant shall explain whether the project poses any threat or barrier to:

- the participation of vulnerable social groups or people with disabilities (social inclusion)
- environmental and natural resources (environmental impact)
- the participation of women (gender equality)<sup>3</sup>

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<sup>3</sup> *FOR FULL APPLICATIONS ONLY*: Applicants are to provide the CEI Executive Secretariat with convincing proof and evidence that women significantly shall benefit from the intervention by documenting the key elements for enabling women's effective participation and engagement (especially in the areas of finance and energy). The following is to be taken into account:

**Assessment of the outcomes** *FOR FULL APPLICATIONS ONLY*: The Applicant shall explain how the outcomes of the project will be evaluated in comparison to the set objectives and which criteria will be used to measure the success of the project. Explain how he/she will assess the outcomes of the project vis-à-vis the set objectives. The Applicant shall explain any tool planned to be applied to assess the project effectiveness during implementation.

**Risk assessment and mitigation** *FOR FULL APPLICATIONS ONLY*: Describe the main risks that might hinder a proper implementation of the project and propose measures to mitigate these risks.

## 5. Visibility of ADC and CEI *FOR FULL APPLICATIONS ONLY*

**Publicity and dissemination**: The Applicant shall prepare a list of promotional activities and dissemination actions/events. The list shall include a brief explanation of target groups, implementation measures, relevant costs (please verify whether it corresponds to the detailed budget breakdown) and responsibility for the implementation.

**Use of CEI and ADC logos and references**: The Applicant must provide detailed information on the adequate use of the CEI and ADC (Austrian Development Cooperation) logos and references, and in particular acknowledge the financial support from ADC to the project.

**Use of CEI and Austrian Development Cooperation (ADC) logos and references**: Describe how the Applicant intends to ensure visibility of the CEI and of the donor – the Austrian Development Cooperation (ADC). In addition, explain how the Applicant intends to inform the local office of the ADC, where such office exists, about the project.

## 6. Budget *FOR FULL APPLICATIONS ONLY. EXPRESSIONS OF INTEREST FOLLOW INSTRUCTIONS IN RELATED FORM*

**Person responsible for budget accounting**: fill in in all its parts

**Total project amount and KEP grant**: to be clearly stated in EUR.

**Breakdown of estimated expenses**: A detailed breakdown of expenses in EUR shall be provided in this chapter. The main budget lines are usually the following:

- Personnel (management, staff, consultants, experts, administrative staff)
- Travel (airfare, local travel – please, note that public transport should be generally used)
- Accommodation
- Meetings and events (rent of rooms, lunches, coffee breaks)
- Equipment (purchase or rent)

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(a) What are the (explicit and implicit) rules, norms and standards applied in the project that enable women's active engagement? How (through which measures) were they operationalised? What was the experience in this? (For example, gender-sensitive eligibility criteria; or quota; or gender policy, as reference point for responding to the systemic barriers that women face).

(b) What are the specific support functions provided, established or strengthened for creating the required enabling environment for women to engage as legitimate actors? (Examples could be special training, or consultancy services, or the creation of a supporting network, or sensitization of men as partners, etc.)

(c) Practical approaches and methods that trigger the removal of barriers and unlock women's potential for engaging and therefore benefiting from the intervention: this illustrates and explains the link between the 'rules' (a), 'support functions' (b), and equality outcomes, facilitated by the project.

- Promotion (press advertisements and articles, brochures, leaflets, other advertisements and marketing)
- Administrative costs (operating and administration expenses such as material, supplies, communication, printing, copying)
- Auditing
- Other (contracts and subcontracts, in kind)

Information on both unit cost and subtotal shall be provided, by stating the number of units. Unit costs must be named (e.g. man/hour, rental/day, etc.).

**Project financing:** The Applicant shall provide information on sources of project financing and cost-sharing. The table shall demonstrate the financial sustainability (i.e. demonstrate the operation does not risk of running out of money). Who covers which costs should be clearly stated. All co-financing and in-kind contributions must demonstrate evidence and be clearly described. The Applicant shall indicate whether the co-financing/in-kind contribution has been requested or confirmed.

In-kind contributions are defined but not limited to work-time, materials, office equipment, soft-and hardware, machinery, premises for which no cash is recorded in the breakdown of expenses. Time of personnel involved in the project and hired by a project under fixed contracts (whose salary is not covered by the project budget) shall be recorded as in-kind contribution.

In-kind contributions shall not exceed 25% of the total project cost and shall NOT be recorded as cash contributions in the breakdown of expenses.

Any exception to this rule will be examined on a case-by-case basis and brought to the attention of the CNC.

**Language:** Application Forms as well as any supporting documents shall be submitted in English.