Know-how Exchange Programme (KEP) ITALY
Call for Proposals 2019

Guidelines for the completion of the Application Form

The Applicant, in accordance with the instructions provided in these Guidelines and in the Call for Proposals, must complete the Application Form and the Budget Template in English. Additional supporting documents (if any) must also be written in English or accompanied by an appropriate translation into English (an exhaustive summary should be enough). In most parts of the Application Form, a maximum number of characters (spaces included) is foreseen.

1. Project summary

1.1.   Project title: the project title must reflect the purpose of the proposed intervention and should be relevant enough to become the trademark of the project. The applicant must provide both the full title and, if applicable, its short version.

1.2.   Project applicant: fill in all the fields listed for the applicant's contact information. The applicant must be the main know-how provider.

1.3.   Other know-how provider (if applicable): provide names and countries, of all know-how providers involved in the project only, besides the applicant. List detailed contact information for all the parties involved in Annex 1 of the Application Form.

1.4.   Know-how beneficiary institution: provide the names and countries of know-how beneficiaries of the project. List detailed contact information in Annex 2 of the Application Form.

1.5.   Estimated start date: day/month/year.

1.6.   Estimated end date: day/month/year.

1.7.   Expected project duration: indicate the number of months. According to the Call for Proposals, the project duration should normally not exceed 24 months (two years).

1.8.   Total project cost in EUR: provide the expected total project cost in EUR.

1.9.   Requested CEI grant in EUR: provide the amount of the requested CEI grant in EUR.

1.10.   Project description: provide a brief description of the main project elements, such as rationale, partners involved, proposed activities, and expected results. The summary must be written in an informative/editorial style so that it could, later on, be featured on the CEI website or the newsletter. (Max 1500 characters).

2. Project Rationale

2.1.   Background: describe the general framework and environment in which the project will be carried out and how these relate to the proposed intervention. (Max 1500 characters).

2.2.   Perceived needs: describe and analyse the specific problem(s) the project is designed to address. (Max 1500 characters).

2.3.   Objectives: describe the objectives of the project. The applicant shall make sure the project objectives are specific, measurable, attainable within a specified time frame, and can be tied down to quantifiable indicators. More general, longer-term objectives can also be listed, as long as they are directly related to the impact of the proposed intervention. (Max 1500 characters).

2.4.   Justification: justify why it is important for the applicant, the other know-how provider, and the beneficiary, to undertake this project. (Max 1500 characters).

2.5.   Have there been any previous efforts to tackle the perceived needs? Provide information and describe what has been done by the government or local and/or regional authorities and other organisations on the issue, and whether the project is coordinated with those activities. The applicant must indicate whether the project contributes to any wider strategic framework and/or is in line with the national, regional or local development plans or strategies in the beneficiary country. (Max 1000 characters).

2.6.   Applicant: provide a concise description of the applicant's organisation and of all the other institutions providing know-how throughout the project implementation, i.e. brief background, main activities, etc. Illustrate the experience on project management by quoting previous related work done by the organisation(s) and/or individual team members. There are no restrictions as to the number of project partners, other than the applicant, and beneficiaries. (Max 1500 characters)

2.7.   Beneficiary: describe the beneficiaries of the project and, if applicable, indicate whether they would be directly or indirectly affected by the project. (Max 1500 characters).

2.8.   Give details of the applicant's previous experience with the beneficiary, and/or in the country concerned by the project: according to the KEP Call for Proposals, the CEI gives priority to projects where the applicant demonstrates previous collaboration with the beneficiary of the project, and/or experience of project management in the beneficiary country. (Max 1000 characters).

2.9.   Key risks for the project objectives and proposed mitigating solutions: describe in detail any potential implementation risks and proposed related mitigating measures. Potential risks could include outstanding activities or decisions outside of the scope and/or control of the project, which could compromise its successful implementation, outputs and impact. Failure to include risks resulting from a negligence of the applicant could result in the CEI's later withholding parts or the entire amount of the awarded grant. (Max 1500 characters).

3. Project Activities

3.1   Description of project activities: describe the activities that will be carried out to produce the desired results and achieve the expected objectives. Each result can require a number of actions to be taken. It is necessary to state, for each activity, the result it will help to produce, and towards the achievement of which objectives it would contribute. All objectives – both, specific and general – listed in section 2.3 should be explained in this section. If any follow-up activities are planned after the official conclusion of the project, they should also be described in this section. (Max 2000 characters)

3.1.   Work plan, participation and schedule: based on the information in section 3.1, provide a time schedule for each project activity from the start of the project to the submission of the Final Report. It is necessary to state when the activity begins and ends, how it will be organised, who will be responsible for its implementation, and which beneficiary will be involved.

3.2.   Beneficiary's ownership of the project activities: explain to which extent the beneficiary participated in the project planning and in drafting the Application. Information provided in this section must demonstrate that the project has been designed according to the know-how beneficiary needs and that the beneficiary would be fully committed to the project implementation. (Max 1000 characters).

3.3.   Evaluation activities and/or follow-up indicators: explain the proposed means to evaluate the results of the project in relation to the set objectives. List any feedback surveys to be carried out, external evaluation and/or other tools that would be applied to assess the effectiveness of the

project (Max 1500 characters). The evaluation should be carried out on the basis of the following five OECD Principles adapted to the KEP:

o <u>Relevance:</u> the extent to which project objectives and activities were suited to meet priorities and policies of the target beneficiary, and to the know-how of the applicant and the other know-how providers.

o <u>Effectiveness:</u> a measure of the extent to which a project attains its expected achievements.

o <u>Efficiency:</u> assessment of outputs in relation to inputs. It ascertains whether the project resources have been used economically and efficiently to achieve the desired results.

o <u>Impact:</u> an assessment of positive and negative changes/outcomes produced by a project, directly or indirectly, intended or unintended. It also included the positive and negative impact of external factors.

o <u>Sustainability:</u> is concerned with determining whether the benefits of an activity are likely to continue after donor funding has been withdrawn. It can also consider whether the project activities can be successfully replicated.

The applicant is responsible for the drafting and the submission of a Post Implementation Report on the impact of the project. The evaluation must take place six (6) months after the project's completion, and results must be submitted to the CEI within eight (8) months after the project's completion. The eight (8) months necessary for the elaboration and submission of a Post implementation Report should not be included in the project duration and costs incurred for the elaboration of the report cannot be included in the project budget. Therefore, this period should not be counted in the procedures related to the Final Payment of the project as explained in the KEP Grant Agreement (point 3.1.b). The CEI recognises that some KEP projects might attain their full impact in the medium and longer-term. In such cases, where the evaluation of project impact on final beneficiaries cannot be carried out as a project activity, the applicant should clearly define tangible assessment indicators.

4. Project Results

4.1. Expected project results: list and describe expected results or outputs/products of the project. Unless already explained in section 3, explain which activities will lead to these results. Short and long-term results should be listed separately. (Max 2000 characters).

4.2. Expected project impact: describe the expected changes the project will produce. This should include the main impacts and effects resulting from the activities undertaken on social, economic, environmental, and other development indicators. Please include considerations on how the project results and impact will affect the overall operating frameworks of beneficiary, their economic environment, etc. (Max 2000 characters).

4.3. Expected sustainability of project impact and potential replicability: describe whether the benefits of the project are likely to continue after its completion (i.e. the know-how has been transferred, and funding has stopped). Where applicable, projects should demonstrate environmental as well as financial sustainability, although the most important consideration should be given to which level the transferred know-how is integrated in the beneficiary's environment. (Max 1000 characters).

5. Visibility

5.1.   Project publicity and dissemination: list the promotional activities and project results dissemination actions/events. The list should include brief explanations of target groups, implementation measures, relevant costs (please verify whether it corresponds to the detailed budget breakdown) and responsibility for implementation. The dissemination strategy should be implemented through different instruments, such as conferences, articles on newspapers, emailing and other communication tools. In addition, the applicant is required to provide adequate visibility, promotion and dissemination about the CEI commitment in the project. (Max 1000 characters).

5.2.   Use of CEI logo and references: describe the proposed integration of these elements in the project communication and visibility plan, in order to ensure adequate visibility both to the KEP grant sponsored by the CEI Fund at the EBRD and to the CEI. All project-related material should reproduce the CEI logo and references to the CEI investment in the project by using the following sentence "*Project co-financed by the CEI Know-how Exchange Programme sponsored by the CEI Fund at the EBRD*". (Max 500 characters).

5.3.   How did you learn about the KEP? Please provide information on how the project partners learned about the KEP. Applicants might also refer to previous experience and contacts with the CEI. Applicants might state whether they have been applicant, recipient, partner or beneficiary directly or indirectly in any CEI activities/projects of any kind. If so, please provide the relevant details (Reference Number, Title, Amount of CEI contribution received, etc.). (Max 500 characters).

6. Budget

6.1.   Person responsible for expenditure: provide full contact details of the person in charge of project accounting.

6.2.   Total cost and CEI contribution: provide the total project cost in EUR and the amount of grant requested to the CEI.

6.3.   Breakdown of estimated costs: fill in the budget form by using the Budget Template. Provide a detailed breakdown of expenses in EUR, by specifying the actual items expected to be covered by the CEI grant. You may add or remove budget items as needed. The following generic main budget items shall be covered:

- o   Project personnel: management, consultants, local experts;

- o   Travel expenses: airfare, local travel, accommodation, per diem;

- o   Contracts and subcontracts: specific services, research studies, rentals of offices or space;

- o   Training: fellowships, workshops, conferences, study tours;

- o   Equipment: laptops, software, field device, expendable and non-expendable equipment;

- o   Publications and marketing: brochures, leaflets, reports, advertising, etc.

- o   Operating and administration expenses: material, supplies, communication, printing, copying;

- o   Other: to be specified.

Whenever applicable, information on both unit cost and subtotals should be provided. Unit costs must be named (e.g. man/hour, rental/day, etc.). In case of more complex budgets, the applicant can submit a more detailed breakdown of costs in addition to the Budget Template. Please note that there are no restrictions and/or indications as to the distribution of the project's budget among project partners. Project partners should agree on how to allocate resources.

6.3.1. Remarks: This section provides space for any budget-related considerations not clearly included in the spreadsheet. For example, should there be any in-kind contributions envisaged in the budget, they should be described in this section. In-kind contributions may refer to values of contributions of time, materials, equipment for which no payment is made. Time of personnel involved in the project and hired by a project partner under fixed contracts (and thus whose salary is not paid from the project budget) should be recorded as an in-kind contribution.

7. Resources of Funding

7.1. Project financing: indicate the sources of funding (complementing the requested CEI grant), either coming from the applicant, the beneficiary, other partners and/or donors, by using the Budget Template only. In this section, the applicant shall indicate the project-financing scheme. The applicant must provide information on sources of project financing and cost sharing. The completed table must demonstrate financial sustainability (i.e. demonstrate that the operation does not risk running out of funds). The financial responsibilities of each contributor and for the project cost should be made clear. All co-financing and in-kind contributions must clearly be described. The applicant must indicate whether the co-financing has been requested or confirmed.

7.2. Remarks: If applicable, provide information on financial partners and/or donor in addition to the project partners. For "requested" contributions to other potential donors in addition to the CEI, please indicate when response is expected.

8. Signatures

Provide signatures of all authorised representatives of the applicant and of each of the beneficiary. Please copy and paste the confirmation statement and date, position, name, and signature-fields for each beneficiary.

Annex 1 Contact Details of additional know-how providers and/or financial partners

Provide detailed contact information for all providers of know-how and financing, besides the applicant.

Annex 2 Contact Details of project beneficiary (ies)

Provide detailed contact information for all know-how beneficiaries.