



**Danish-Arab
Partnership Programme**

**Fund for Academic Cooperation and Exchange
between Denmark and the Arab World (FACE)**

GUIDELINES FOR APPLICANTS

Annex 1

OPEN CALL FOR PROPOSALS

Revised 11/01/16

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1. BACKGROUND

The Danish Arab Partnership Programme (DAPP) was established in 2003 as a central pillar of Danish Foreign Policy towards the Middle East and North Africa (MENA)-region. The programme is designed to address the complex dynamics of reform and democratisation as well as Danish-Arab relations through a double strategic objective: 1) To promote reform and democratisation processes in the MENA-region, and 2) To improve dialogue, understanding and cooperation between Denmark and the MENA region. The four DAPP thematic areas are:

- Human Rights, Human Freedoms and Good Governance
- Women's Empowerment and Gender Equality
- Knowledge Based Societies
- Economic Growth and Job Creation

The current overall objectives and principles of DAPP are outlined in 'Danish Arab Partnership Programme 2013-2016 Strategic Framework Document'¹.

2. FACE PROGRAMME

The FACE-programme is established as a new DAPP engagement by the Danish Ministry of Foreign Affairs to support academic cooperation between Denmark and the MENA region. Within the FACE-programme Danish institutions that have entered into collaboration with partners from the MENA region can apply for funding of academic partnership projects. Focus countries for FACE grants are the same as the DAPP focus countries: Jordan, Morocco, Yemen, Egypt, Libya, Syria and Tunisia

2.1 OBJECTIVE, PURPOSE, AND OUTCOMES

The proposals are expected to contribute to the FACE-programme's objectives:

- To promote critical and independent academia that supports reform and democratization processes, and
- To contribute to dialogue and cooperation between Danish and Arab Academia

In addition, at the level of individual actions, proposals are meant to contribute to the achievement of one or more of the following programme outcomes:

Outcome 1: Capacity building/maintenance: Academic institutions in the MENA region (or groups of scholars/students) that are engaged in critical and independent quality research within DAPP thematic areas have maintained and/or strengthened their internal capacity to undertake such research/analyses by carrying out activities such as research conferences/research cooperation and/or carrying out and publishing research /analyses within their field of competence.

Outcome 2: Promotion of knowledgebase policy initiative / policy dialogue: Academic institutions in the MENA region (or groups of scholars/students) that are engaged in critical and independent quality research have contributed to development of knowledge-based policy initiatives / policy dialogues within DAPP thematic areas.

Outcome 3: Contacts, cooperation and network: Connections, cooperation and networks have been established between academic institutions (or groups of scholars/students) in the MENA-region and Denmark that are engaged in critical and independent quality research.

Outcome 4: Partnerships established based on common interests and goals: Partnership projects established between academic institutions (or groups of scholars/students) in the MENA-

¹ See <http://www.detarabiskeinitiativ.dk/om/>

region and Denmark have been developed based on mutual interests, joint responsibility and shared resources and joint decision-making.

2.2 AVAILABLE FUNDS AND SIZES OF GRANTS

The overall indicative amount made available for all grants of the FACE Programme 2015-2017 is DKK 11M. FACE reserves the right not to award any or all of the available funds in this call and reallocate available funds to future calls for proposals.

Large grants: Grants between a minimum of 50,000 Danish Kroners (DKK) to a maximum of DKK 2,000,000 per year. There will be one annual call for proposals for applications above 50,000 DKK.

Small grants: Grants for support of up to DKK 50,000 for e.g. academic exchange visits, conferences, seminars and meetings. Small grants are launched together with the first call for proposals for large grants, but will be awarded on a continuous basis.

For further details about activities funded under each grant type see the FACE Grant Management Manual.

3. GENERAL ELIGIBILITY CRITERIA

The below listed formal conditions and general eligible activities and costs refer to both types of grants. For details about specific eligibility criteria refer to the FACE Grant Management Manual.

3.1 FORMAL CONDITIONS

- The lead applicant shall be a Danish academic institution and legal entity with experience from academic cooperation (preferably from the MENA-region).
- The Danish institution shall (for large grants) apply in a partnership with a partner from a MENA country. In case there is a severely limited political space for independent academic research and activities in a given DAPP partner country, the MENA partner might be a non-formalized group of academic scholars/ students. Other Danish/international institutions may be included in the partnership.
- Eligible institutions from Denmark and the MENA countries are able to apply for multiple concurrent projects.
- An institution may enter into partnerships with multiple partners simultaneously.
- For large grants, Project Partnerships should be formalised or well documented.

3.2 ELIGIBLE ACTIVITIES

In principle, all project expenses related to academic cooperation between the partners, which fall within the defined DAPP themes, are eligible for support, including student activities, alumni networks, conferences, study exchanges, expenses associated with project-related travel and meetings etc. Expenses related to a project coordinator and specific short term consultancy tasks are considered eligible.

Activities:

- must fall under one of the thematic areas and contribute to one or more of the four FACE outcomes as well as to the two overall objectives of the FACE-programme (reform and dialogue). While large projects must contribute to both objectives, small projects are only required to contribute to the dialogue objective.
- must target cooperation between institutions (or groups of scholars/students), rather than individuals.
- must focus on one or more of the DAPP focus countries (Morocco, Tunisia, Libya, Egypt, Yemen, Jordan and Syria), but may include a regional aspect.

- should attempt to promote the participation of marginalised groups e.g. women, youth or minorities - as well as ensuring that their interests and perspectives are included in the project.
- may be an extension of existing activities.
- must include a strategy for how project output (research or other publications) are disseminated.
- must be completed - including final reporting and auditing - no later than June 2017.

3.3 ELIGIBLE COSTS

The Fund will primarily provide activity-based funding rather than operating expenses. The project budget submitted as part of the grant application must specify all expenses clearly.

Eligible expenses:

- Local partners' costs related to the specific project activities in question, such as materials and equipment
- Salaries for a Project Coordinator in the lead organisation
- Activity specific short term consultancy services, e.g. facilitation and training activities
- Travel costs, including Per Diem, notably expenses for trips abroad and fieldwork related to the project
- Costs to implement workshops, seminars etc. such as costs to produce presentations/training materials, food, transport and lodging expenses for eligible participants
- Minor costs for equipment or other investments necessary for training activities
- Costs related to awareness raising activities (publication, communication, dissemination)
- Costs associated with interpretation and translation
- Auditing costs
- Budget margin (5%)

Non-eligible expenses:

- Salaries for other personnel than Project Coordination and short term consultancy
- Scholarships (masters and PhD's) for individuals
- Activities with the partial or full objective of favouring one company's/stakeholder's narrow interest or spreading a party-political or religious message, or interventions providing one-sided support for a political party
- Establishment of primarily Danish networks
- The development of inappropriate parallel structures, e.g. organizations, institutions that exist already or are under establishment
- Activities aimed solely at capacity building within the Lead Institution
- Running costs within the applicants' organizations – all costs must be related to the particular project (overhead may be charged)
- Land and buildings

4. APPLICATION PROCEDURE

4.1 APPLICATION

All proposals must be submitted as one PDF file, in English, by the Danish Lead Institution using the correct FACE application form (small or large grants) which can be downloaded from the link in the boxes to the left. The applications must include:

- **Completed and signed FACE Application Form (small/large grant)**
- **Completed and signed FACE budget format**

- **Relevant CV(s): project leader and main researcher/implementer from each applying partner institution - max. 5 pages - no specific format required**
- **Relevant administrative documents (Power of Attorney, proof of official collaboration)**

Any additional documentation (brochures, letters etc.) sent with or in addition to the application will not be taken into consideration.

The application must be submitted as one PDF file to the FACE Secretariat by email to:

fundsecretary@face-programme.dk

4.2 DEADLINE

Large grants above 50,000 DKK: Applications must be submitted by **30 March 2016, 23:59 Danish Time**. All applicants will be informed about the decision latest eight weeks after the deadline.

Small grants below 50,000 DKK: Applications must be submitted within the period from **15 November 2015 until 1 May 2017**. Applicants will be informed about the decision latest six weeks after submitting the application.

Applicants' responsibility: The applicants are responsible for ensuring that all information in the application is correct, that the required appendices are attached to the application, that the contents of the appendices are correct and that the application is submitted before the deadline of the Call. In the event of any subsequent changes affecting the information submitted, the applicants must immediately notify the FACE Secretariat

The application must adhere to requirements in Denmark and relevant MENA countries regarding research permissions, provision of information to relevant authorities, etc.

4.3 FACE SECRETARIAT AND HELPDESK

All applicants may contact the FACE-programme's helpdesk with questions regarding the application and the fund in general.

The secretariat can provide information and assistance regarding various topics, including:

- Facilitating dialogue between potential partners
- Clarifications on the application procedures
- Clarification on indicators, monitoring and Theory of Change
- Lessons learned/FAQs continuously updated on the website

However, the Secretariat does not provide content related advice to applications in order to avoid bias. Lessons learnt/FAQ will instead be published on the FACE website allowing all applicants equal access.

CONTACT

Web: www.face-programme.dk

Phone: +45 6040 0487

Email: Fundsecretary@face-programme.dk

5. ASSESSMENT OF APPLICATIONS

5.1 ADMINISTRATIVE AND BUDGET CHECK

The FACE Secretariat will conduct an administrative check of received applications according to the guidelines and format presented in Annex 3 to the Grant Management Manual.

5.2 GRANT COMMITTEE ASSESSMENT OF APPLICATIONS

The Grant Committee carries out the professional and independent assessment and prioritization of applications for the FACE-programme fund (projects above DKK 50,000). The Chair of the Grant Committee directly approves applications under DKK 50,000. For terms of reference for the Grant Committee, see Annex 7 of the Grant Management Manual.

The Grant Committee evaluates the applications based on criteria including the following:

| Criteria |
|--|
| <p>Criteria 1: Contribution to one or more of the four FACE-programme outcomes and to the two overall objectives</p> <p><u>Assessment points:</u></p> <ul style="list-style-type: none"> • <i>Proposal includes clear and realistic objectives that responds to FACE strategic objectives and outcomes: i) Reform and democratization (outcomes: a) capacity building of MENA academic institutions and b) promotion of knowledge based policy initiatives/policy dialogue) and ii) Danish-Arab dialogue and cooperation (outcomes: contacts cooperation and network, and b) partnerships established on mutual interests, responsibility and joint decision making)</i> • <i>Proposal focuses on one or several of the DAPP thematic areas (i) human rights, human freedoms and good governance, ii) Women's rights and gender equality, iii) Knowledge based societies and iv) Economic growth and job creation)</i> • <i>Proposal includes a clear work plan/timetable for the implementation of the project</i> |
| <p>Criteria 2: Composition and cooperation of the partnership/team</p> <p><u>Assessment points:</u></p> <ul style="list-style-type: none"> • <i>Proposal clearly states composition, management and collaboration of the partnership across countries and institutions, including potential previous partnership history (>DKK 50,000) and description of synergies between expertise and competence of the participants.</i> • <i>Proposal accounts for how the partnership composition and cooperation meets the objectives of the FACE-programme, including an account of how identified themes and set targets are the result of joint efforts</i> |
| <p>Criteria 3: Promotion of outreach as regards focus areas and perspectives of the academic activities and hence, include questions relevant to people other than the elite of the capitals</p> <p><u>Assessment points:</u></p> <ul style="list-style-type: none"> • <i>Proposal includes a clear description of project target groups/beneficiaries</i> • <i>Proposal includes a clear plan for knowledge exchange and dissemination of project outputs/research to target groups (e.g. academia, civil society representatives and policy makers)</i> |
| <p>Criteria 4: Promotion of inclusion of actors or perspectives that are normally excluded from the public domain and policy dialogue</p> <p><u>Assessment points:</u></p> <ul style="list-style-type: none"> • <i>Proposal includes considerations on how to ensure involvement of women, youth, ethnic/religious minorities and/or other marginalised groups as participants in the activities or, alternatively, how these will benefit from the outputs of the activities.</i> |

Criteria 5:

The likelihood to produce sustainable result which will have a multiplier effect or 'lasting impact'

Assessment points:

- Proposal includes a plan for monitoring project progress according to clear and measurable indicators

Criteria 6:

Budget - value for money

Assessment points:

- *% of budget dedicated to project activities compared to supporting functions (salaries, overhead, etc.)*
- *Budget is detailed, clearly explaining calculations for each budget line*
- *Budget lives up to overall FACE requirements (max. 30% overhead of direct project costs, only salary for project coordinator and short term consultancy, etc)*

The Grant Committee will seek to ensure that there is a geographical, thematic and institutional diversity of the granted projects. In addition, the Grant Committee will take the following specific priorities into account:

- Promotion of inclusion of actors or perspectives that are normally excluded from the public domain and policy dialogue.
- Promotion of outreach as regards focus areas and perspectives of the academic activities and hence, include questions relevant to people other than the elite of the capitals.
- The likelihood to produce sustainable result which will have a multiplier effect or 'lasting impact'

Evaluation of the budget: All budget items presented as part of a grant application will be evaluated carefully by the Grant Committee. The evaluation will look at each category of expenses, the appropriateness of the level of expenses and meaningfulness within the context of the overall project framework.

Applicants may not be disqualified based on budgets only. However, in cases where the Grant Committee finds the budget unrealistic, the applicant will be asked to submit a revised budget based on the comments received. The revised budget will be the basis of the Grant and included in the Award agreement.

5.3 REJECTION OF APPLICATIONS AND COMPLAINTS

An application may be rejected without substantive consideration if the formal requirements or deadlines set out in the Call for Proposals are not met. If the rules set out in the Grant Management Manual are not complied with, the application may be rejected without substantive consideration.

The Grant Committee's decisions are final. Applicants who believe that they have been harmed by an error or irregularity during the award process may lodge a complaint to the FACE Secretariat. Complaints must be submitted in writing within 10 days after the announcement of the Grant awards. Lodging of a complaint will not stall or alter the contracting process with the selected applicants.

6. AWARD

The FACE Secretariat will inform with an award letter all applicants that are awarded a Grant by the decision of the Grant Committee. Funds are transferred from the Secretariat within two weeks of receipt of an official request for payment from the Grantee.

Together with the Award notification letter, the successful applicant will be encouraged to forward an advance payment request (Annex 8), which complies with the cash flow projection included with the project application. The successful applicants will receive an award agreement (Annex 6) to be signed and formalized between the Grantee and the FACE Secretariat

7. MONITORING OF IMPLEMENTED PROJECTS

The FACE-programme focuses on project monitoring to support the process, results and impact of the project. The monitoring consists of regularly partnership reporting and the FACE-secretariat's active communication with the projects during implementation.

Applicants are encouraged to develop clear and relevant project objectives, indicators and tools in order to properly measure progress. Applicants should refer to the FAQs and the information regarding Theory of Change and monitoring and evaluation of projects available on the FACE website .

All grantees must forward a financial and narrative reports as per the reporting schedule in the grant contract.

The FACE-secretariat will, based on reports and possible visits to relevant projects, support the monitoring process.