



# How to prepare your Intra-Africa Proposal

NDICI-2024-MOBAF

*Information Day*  
**15/11/2024**



# Content

**Get prepared**

**Application package**

**Content of the application forms**

**Recommendations on a good proposal**

# Get Prepared



- **Read** the Call text thoroughly and
- **Understand** the Programme context
- Put **your ideas** in writing:
  - Plan your project based on **Programme objectives** and **the award criteria**
  - Define **your work plan** through: Work packages, milestones, deliverables
- **Discuss** your ideas with your colleagues/partners
- **Involve** your university administration and relevant departments
- **Partner search** (African HEIs and EU Technical Partner)
  - [Previous intra-Africa coordinators and partners](#)
  - [Other EU projects partners in similar fields](#) (by selecting different programmes and Topics)
  - Previous/Ongoing (bi/multi-lateral) partnerships of your university

# Application Package

## Part A

Administrative Forms  
(to complete directly in the portal)

*General information about the project, data on the applicant and partner universities and contact persons*

## Part B

Technical description and annexes  
(to prepare based on templates; to upload in the submission system)

*Narrative part of the project, the work packages, milestones & deliverables (max 70 pages)*  
*Annexes*

# Part A - Administrative forms


## Table of contents

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Section	Title	Action
1	General information	<a href="#">Show</a>
2	Participants	<a href="#">Show</a>
3	Budget	<a href="#">Show</a>
4	Other questions	<a href="#">Show</a>

# Part A - Administrative forms

## *Section 1 - General information*

- Information related to the acronym and title
- Indicate the **project duration** (=48 months)
-  • **Fixed key words:** Themes/subject areas, i.e. Sectors of the Global Gateway Priorities targeted in the proposal
- Project **Abstract:** Short Summary explaining the objectives, how they will be achieved and their relevance to the Programme (max 2000 chracters)
- **Declarations** on the correctness and accuracy of the information provided in the proposal

# Part A - Administrative forms

## ***Section 2 - Participants***

- In this section you can edit information related to the **Participating Organisations** and the **key staff** linked to the proposal
- We advise you to provide as much information as possible for each partner
- No warning about the eligibility of the consortium

## ***Section 3 – Budget***

- Fill in the requested fields for the consortium members
- The Requested Grant amount = max Grant Amount [in the Annex - Budget Calculator](#)

*Section 4 – Other : Not applicable*

# Part B – Technical Description and Annexes

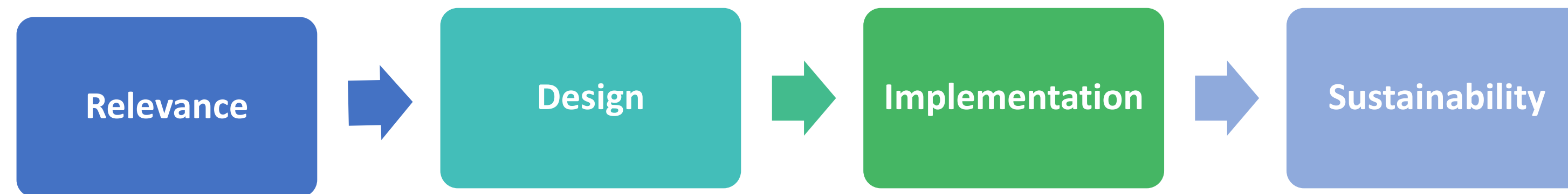
## Description of the Action (DoA) and annexes:

- 3 templates provided for the **mandatory** annexes (4 in total):
  - Application form (Part B)
  - Detailed budget table/calculator)
  - List of previous projects – template is available at the end of Part B (*mandatory*)
  - List of academic Programmes (*mandatory*)
- Other annexes (optional) such as draft models of scholarship agreement, learning agreement, mobility agreement, transcript of records, diploma supplement, traineeship agreement

→ Follow the instructions provided in Part B and annexes and do not change the structure, titles or subtitles of the form/annexes.

## Part B – Technical Description and Annexes

- **Project Summary:** copy from section « Abstract » of part A
- **Sections 1, 2, 3 and 4:**



- **Section 5:** Workplan, work packages, activities, resources and timing
- *Section 6 – Not applicable for Intra-Africa*
- **Section 7** - Declarations concerning double funding
- **Annexes:** Budget form/Calculator, List of Academic Programmes, List of previous projects, Other annexes

# Content

Get prepared

Application package

**Award Criteria and Work Packages**

Recommendations on a good proposal

RELEVANCE

### ***1.1. Objectives and Priorities***

- Relevance of the proposal to the:
  - Programme objectives and priorities
  - chosen themes/sectors/areas

→ cf. [Section 1 – Background and Section 2 – Themes and priorities \(scope\)](#) of the Call document

### ***1.2. Needs analysis and specific objectives***

- Needs analysis of the targeted countries and region(s), and the relevant sectors
- **Theme(s)/subject area(s) (= sector):** Each applicant **has to** demonstrate how they will address at least one Global Gateway Investment Priority (Global Gateway flagship project) of its country/region. **These priorities are listed in the table “Global Gateway Investment Priorities in Sub-Saharan Africa”, available [here](#).**
- **Strategy** behind the choice of partners and final beneficiaries and the way the proposal addresses their needs and constraints

## RELEVANCE

### ***1.3. Complementarity with other actions and added-value***

- **Synergies** and **complementarity** with initiatives carried out by other organisations
- **Added value** of the proposal compared to the past or ongoing activities, e.g.:
  - innovative aspects in the thematic area
  - role of the HEIs in contributing to the Global Gateway Flagship priorities
  - newcomers
  - best practices

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## DESIGN

### ***2.1. Concept and methodology***

- **Coherence** of the Intervention logic
  - **Clear and realistic** expected results and the methodology to achieve them
  - Appropriateness of the **activities proposed** with the envisaged **outputs and outcome(s)**
  - Proposed activities for the **academic student mobility** including academic programmes offered and **recognition of studies**
  - Features of the **traineeship scheme** and of the **staff mobility**
  - **Links** of the proposed mobility activities with **project objectives**
- In line with the Section 2 – Activities that can be funded; Setting up a mobility scheme; and Mobility activities

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DESIGN

## ***2.2. Cross-cutting issues***

Planned **measures** to integrate in the project relevant cross-cutting elements such as:

- environmental/climate change issues,
- promotion of gender equality and equal opportunities,
- Involvement of younger students
- inclusion of people with special needs or vulnerable status

→ In line with the Mobility activities listed in the section 2 of the Call and with targets set in the section 2.1. Concept and Methodology of your proposal

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## DESIGN

### *2.3. Risk management*

- **External factors:** Critical risks, uncertainties or difficulties related to the implementation of your project,
- Your measures/strategy for addressing them and **mitigating measures**,
- Fill in the table provided to indicate for each risk the **impact** and its **likelihood** (high, medium, low), even after taking into account the risk.

## IMPLEMENTATION

### *3.1 Consortium set-up*

- **Description** of the participating universities, their **expertise** and **complementarity**
- **Role and involvement** of each partner university/organization (applicants – African HEIs and EU Technical Partner and associate partners)
- **Inclusion** of countries and applicants with different levels of experience in the Programme
- Strategy to **involve less experienced partners** and the plans to **develop their capacity**
- Measures to integrate organisations offering a **traineeship**

## IMPLEMENTATION

### ***3.2 Project teams and staff***

- Demonstration on the **operational capacity** of the partnership ([in addition to the list of previous projects](#))
- **Know-how, qualifications and resources:** Project teams and staff involved from each partner and how they will work together to implement the project
- **Profiles** required: Project coordinator, manager/administrator, financial officer, staff of international relations office, etc.
- **Adequate human resources** at each participating HEI  
→ [cf. Section 7 – Operational Capacity of the Call document](#)

### ***3.3 Consortium management and decision-making***

- Cooperation arrangements, governing bodies and management tools for project management, and for **efficient implementation of the mobility scheme**
- Decision taking procedures, **effective and solution-oriented** communication

## IMPLEMENTATION

### ***3.4 Project management, quality assurance and monitoring and evaluation***

- **Clear work plan** with a realistic timeline → a high-quality project implementation  
→ cf. Section 5 of Part B - DoA
- **Monitoring and evaluation** systems and **Tools/indicators** to measure the impact:
  - Qualitative/quantitative indicators,
  - Relevant, realistic and measurable indicators (in coherence with 4.1. Impact and ambition)
  - Internal and external methods
- Measures **to assess the quality of the academic and the traineeship offer**
- Activities planned **to monitor scholarship holders'** activities, including post-tracking

## IMPLEMENTATION

### ***3.5 Cost effectiveness and financial management***

- **Financial** management of the project
- **Allocation of the financial resources** between the partners (i.e. institutional contribution)
- Management of different **budget categories**

### ***3.6 Communication, dissemination and visibility***

- Specific and targeted **activities to promote the project and its results**
- **Methodology to reach** target groups, relevant stakeholders, policy makers and the general public
- Justification on the choice of **dissemination channels**
- Strategy to ensure **visibility of the EU funding**

→ cf. Section 2 – Dissemination activities of the Call document

## SUSTAINABILITY

### 4.1. Impact and Ambition

- Short-, medium- and long-term **impact** of the project
- **In different levels:** individuals, institutions, countries/regions
- **Long lasting benefits** to the target groups
- **Multiplier effects**, including scope for replication, capitalisation on experience and knowledge sharing

→ cf. the Section 2 – Activities that can be funded (page 9) and - Expected Impact of the Call document

## 4.2. Sustainability

### SUSTAINABILITY

- **Follow-up** of the project **after** the EU funding
  - **Sustainability** of the expected results of the proposed action:
    - Financially → financing of follow-up activities, resources for covering future operating costs
    - institutionally → availability of structures, potential for local ownership of the project results
    - at policy level → structural impact of the project, e.g. improved legislation, quality assurance methods
    - Environmentally → environmental impact of the project
- cf. the Section 2 – Activities that can be funded, in particular page 14 of the Call document
- Potential for synergies/complementarities with other activities to build on the project results

# Technical Description - Section 5

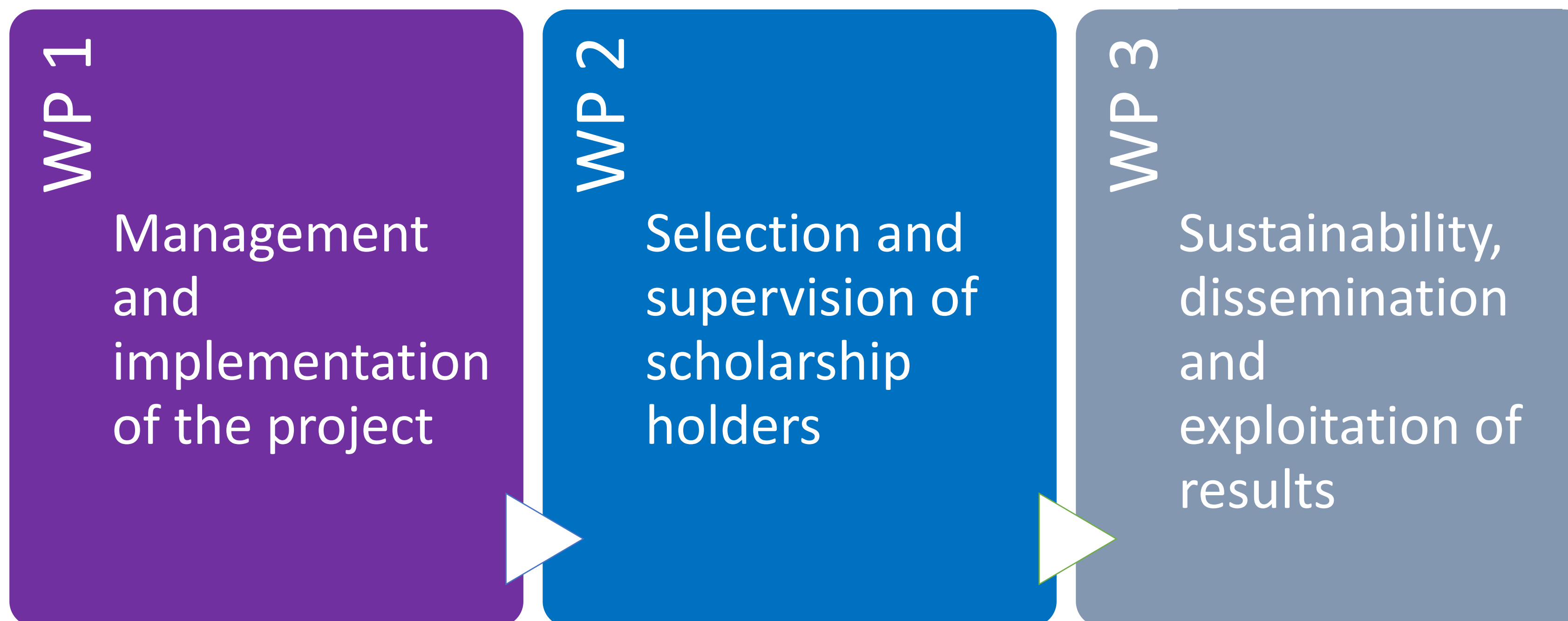
## ***5.1. Work Plan:***

Provide a brief description of the overall structure of the work plan (list of work packages or graphical presentation (Pert chart or similar)).

## ***5.2. Workpackages, activities, resources and timing***

- Workpackage (WP) 1,2 and 3
- Events and trainings:
  - To be completed if events and trainings are mentioned in the WPs
- Timetable:
  - To indicate timing of each activity per WP

# Work Packages



# Work Packages

- Objectives (expected outcome)
- Activities and division of work for each beneficiary and associate partners (if any)
- **Milestones:** control points in the project to follow its progress (i.e. completion of a key deliverable allowing the next phase of the work to begin)
  - The number of **milestones** is free,
  - Better to limit it to the **most important** moments in your project
- **Deliverables** are project outputs which are submitted to show project progress:
  - max 15 for the entire project to group activities, to facilitate contracting and management
  - List of expected deliverables in the Call for Proposals (cf. Section 10)
- Estimated budget – not applicable

## WP1 - Management and implementation of the project

- Management and coordination activities (meetings, coordination, project monitoring and evaluation, financial management, reporting, etc)
- Activities related to:
  - institutional capacity building,
  - academic cooperation and
  - quality of the academic programmes.

## WP2 - Selection and supervision of scholarship holders

- Activities related to the mobility scheme:
  - Promotion of the scholarship opportunities,
  - Selection mechanism,
  - Recognition of studies,
  - Quality assurance,
  - Services to students,
  - Scholarship holders' administrative and academic supervision,
  - Post-mobility tracking, etc..

## WP3 - Sustainability, dissemination and exploitation of results

- Activities linked to:
  - dissemination of the project activities/results,
  - impact at different levels, including method and tools to measure
  - sustainability of the project results

## Annex - Budget Table and Calculator (mandatory)

- The Detailed budget table calculates the Intra-Africa requested grant **automatically**
- **The first worksheet** contains detailed instructions on how to use the calculator
- The calculation in **the second worksheet** is based on:
  - number of scholarship holders per type and the respective unit cost
  - average number of months per person in each mobility type
  - Number of units selected for Special needs, if any
- Only the blue fields of the calculator to be completed
- **Percentage** per type of mobility should be in line with the indicative minimum percentage in the Call
- An **error message** appears when the grant amount requested is higher than the maximum grant amount
- The numbers entered in the calculator are translated automatically into Unit contributions in the Detailed budget table (**worksheet 3**)

## Annex - Budget Table and Calculator



NDICI/NOBAF Calculator V.2.0 of 20109/2024 at 14:45

### Calculation of max. GRANT amount

Please enter data only in cells highlighted in blue

				VALIDATION	ERROR	
				Heading NDICI		
	Unit costs (EUR)	Nr. Scholarship holders (indicative)	Percentage of scholarship holders per type of mobility	Average Nr. of months per scholarship holder (indicative)	Total Person-months	Maximum GRANT amount (EUR)
A. Contribution for scholarships						
Master students	€ 890		0%		-	-
Doctoral candidates	€ 1,230		0%		-	-
Trainees	€ 1,230		0%		-	-
Staff members	€ 2,370		0%		-	-
Sub totals		-	0%		-	
Total Contribution for scholarship holders						0
B. Institutional contribution	€ 900				-	0
					Number of special needs units	
C. Contribution for special needs	€ 60,000				-	0
GRAND TOTAL						0
				Maximum Grant Amount:		1,450,000

# Annex - List of Academic Programmes (mandatory)

[illegible]

# Other annexes

- List of previous projects - **mandatory**
- **Optional** annexes can be added to the application package
- Draft **models of agreements**:
  - scholarship agreement,
  - learning agreement,
  - mobility agreement,
  - traineeship agreement,
  - transcript of records and diploma supplement.

# Content

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**Recommendations on a good proposal**

# A good proposal is...

- **Clear:** follow the questions and respond to the sub-points of the Award Criteria paying attention to the specific context
- **Complete:** ensure (twice!) you have followed all the instructions and that the proposal fulfils all the mandatory requirements
- **Coherent:** avoid contradictions, avoid 'patchwork'
- **Simple & concrete:** use examples, justify your statements, bring proofs
- **Explicit:** do not take anything for granted; do not assume experts will always immediately understand; avoid abbreviations or explain them
- **Rigorous:** the application is the basis on which your project will be implemented; it is also the cornerstone of your partnership commitment
- **Focused:** stick to what is asked

# A Competitive Application...

- **Combination of all its elements** will lead to:
  - an effective implementation of the mobility scheme
  - concrete and sustainable results for the benefit of all target groups and countries/regions
- It is **prepared and agreed jointly** by all consortium partners
- **Full institutional commitment and support** of all consortium partners
- **Ready to start** immediately after the selection decision