Neighbourhood, Development and International Cooperation Instrument – Global Europe (NDICI-GE)

Call for proposals

Intra-Africa Academic Mobility Scheme
(NDICI-2024-MOBAF)

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EUROPEAN EDUCATION AND CULTURE EXECUTIVE
AGENCY (EACEA)

EACEA.A – Erasmus+ and EU Aid Volunteers
A.3 – Erasmus Mundus, Sport

CALL FOR PROPOSALS

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Introduction

This is a call for proposals for EU **action grants** in the field of Higher Education under the **Neighbourhood, Development and International Cooperation Instrument — Global Europe (NDICI-GE)**.

The regulatory framework for this EU Funding Programme is set out in:

- Regulation 2018/1046 (EU Financial Regulation)

- the basic act (NDICI Regulation 2021/947[1]).

The call is launched in accordance with the 2022-2024 Financing Decision[2] and will be managed by the **European Education and Culture Executive Agency (EACEA)** ('Agency').

The call covers the following **topic**:

- **NDICI-2024-MOBAF — Intra-Africa Academic Mobility Scheme**

We invite you to read the **call documentation** carefully, and in particular this Call Document, the Model Grant Agreement, the EU Funding & Tenders Portal Online Manual and the EU Grants AGA — Annotated Grant Agreement.

These documents provide clarifications and answers to questions you may have when preparing your application:

- the Call Document outlines the:

    - background, objectives, scope, activities that can be funded and the expected results (sections 1 and 2)

    - timetable and available budget (sections 3 and 4)

    - admissibility and eligibility conditions (including mandatory documents; sections 5 and 6)

    - criteria for financial and operational capacity and exclusion (section 7)

    - evaluation and award procedure (section 8)

    - award criteria (section 9)

    - legal and financial set-up of the Grant Agreements (section 10)

    - how to submit an application (section 11)

- the Online Manual outlines the:

    - procedures to register and submit proposals online via the EU Funding & Tenders Portal ('Portal')

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[1] Regulation (EU) 2021/947 of the European Parliament and of the Council of 9 June 2021 establishing the Neighbourhood, Development and International Cooperation Instrument – Global Europe, amending and repealing Decision No 466/2014/EU and repealing Regulation (EU) 2017/1601 and Council Regulation (EC, Euratom) No 480/2009 (OJ L 209, 14.6.2021, p. 1–78).

[2] Commission Implementing Decision C(2022) 7113 final of 30 September 2022 concerning the multiannual action plan in favour of Sub-Saharan Africa for 2022-2024 Part 1.

- recommendations for the preparation of the application

- the AGA — Annotated Grant Agreement contains:

- detailed annotations on all the provisions in the Grant Agreement you will have to sign in order to obtain the grant *(including cost eligibility, payment schedule, accessory obligations, etc)*.

You are also encouraged to visit the Intra-Africa Scholarships on Europa to consult the list of projects funded previously.

1. Background

The **Global Gateway** is Europe's strategy to boost smart, clean and secure links in digital, energy and transport sectors and to strengthen health, education and research systems across the world[3]. In this framework, the EU aims to mobilise 300 billion Euro in investments by 2027 with approximately €150 billion of investment dedicated to bolstering cooperation with African partners under the Global Gateway Africa-Europe Investment package.

Progressing to a knowledge-based economy and putting skilled human capital at the heart of Africa's agenda is essential for building the continent's strategic autonomy, strength and resilience to address major challenges. Africa's Agenda 2063 seeks to catalyse education and skills revolution and actively promote science, technology, research and innovation, to build knowledge, human capital, capabilities and skills required to drive innovation.

Higher education systems and institutions, working together, help accelerate progress towards the implementation of the five pillars of the Global Gateway Africa-Europe Investment package. Entry points can be through one or several of the four main functions that HEIs are expected to fulfil, namely: (i) the preparation of skilled professionals for productive employment, (ii) knowledge generation, adaptation, and diffusion through research and innovation and engagement with the local economy, (iii) institutional capacity building, and (iv) imparting positive values and citizen skills to support strong democratic societies.

The Intra-Africa Academic Mobility Scheme is a continuation of the related previous programmes, the Intra-ACP Academic Mobility Scheme 2010-2013 and Intra-Africa Academic Mobility Scheme 2016-2020. By building on its successful past experience, the action aims to contribute to the economic, social and human development of Africa by improving the skills and competences of students, trainees and university staff in different areas, through learning mobility opportunities across the African continent.

By paying specific attention to reinforce mechanisms to guarantee a more equal and inclusive learning mobility for all, the action will support mobility projects between African Higher Education Institutions (HEIs) focusing, amongst other subjects, on the areas linked to climate change and green transitioning, in line with the EU's external policies.

In the medium term, the scheme will support the harmonisation of programmes and outcome-based curricula between participating HEIs, and the development of

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[3] Global Gateway - European Commission (europa.eu)

mechanisms for improved transparency and recognition of credits/degrees and other qualifications. This will in turn enhance academic and labour mobility in the continent and support the operationalisation of the African Continental Free Trade Agreement (AfCFTA), the Protocol to the Treaty establishing the African Economic Community relating to Free Movements of Persons, Right of Residence and Right of Establishment (Protocol on Free Movement) and the Addis Convention on the recognition of higher education qualifications. The action foresees to support the HEIs in their capacities to implement mobility projects and therefore their partnerships and academic cooperation, with the aim to contribute to the "African Higher Education and Research Space".

Moreover, by supporting a reinforced collaboration between HEIs and business for the students and trainees' mobility, the action will also strengthen skills anticipation and matching, as well as innovation and knowledge transfer between academia and enterprises. This will help to respond to the high-level skills demand and knowledge needs to support green economies and digital transformation in the continent.

Finally, the Intra-Africa Academic Mobility Scheme will synergise with Erasmus+ actions as well as with the "Harmonisation of African Higher Education Quality Assurance and Accreditation (HAQAA II)" initiative[4], contributing to the EU's comprehensive strategy to support the strengthening of higher education systems in the African continent.

The action is part of the 'Youth Mobility for Africa' flagship under the EU-Africa Global Gateway Investment Package[5], which aims to support learning opportunities and exchanges and, ultimately, to promote Africa as an attractive study destination. 'Youth Mobility for Africa' is one of several flagship initiatives under the Global Gateway strategy investing in quality education, skills and technical and vocational training in Africa and worldwide.

2. Objectives — Themes and priorities — Activities that can be funded — Expected impact

NDICI-2024-MOBAF — Intra-Africa Academic Mobility Scheme

Objectives

The overall objective of this action is to increase skills and qualifications across the African continent.

The specific objectives of this action are to:

1. Promote inclusive learning mobility opportunities with a focus on climate change mitigation and adaptation in curricula and research programmes;

2. Increase the employability of higher education students and trainees, specifically in green jobs, and their entrepreneurship skills;

3. Improve the quality, relevance, internationalisation and climate change focus of higher education in Africa.

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[4] https://haqaa.aau.org/
[5] https://commission.europa.eu/strategy-and-policy/priorities-2019-2024/stronger-europe-world/global-gateway/eu-africa-global-gateway-investment-package_en

Themes and priorities (scope)

This call is open to **themes/subject areas aligning with Global Gateway priorities at country level ([flagship projects](#))**. Each applicant has to demonstrate how they will address and contribute to the sectors of the flagship projects (national and/or regional) of its country as listed in the table below. The projects should be able to demonstrate the added value they bring to the sectors of the flagship projects.

The Global Gateway flagship projects cover primarily the following sectors:

- Climate and Energy (e.g., mitigation, climate resilience, clean energy)
- Digital
- Education and Research
- Transport
- Health (e.g., pharmaceutical supply chains and local manufacturing)

It is expected that the selected projects will foster the development of skills and competencies in targeted areas of academia (i) to increase the role of Higher Education in the Global Gateway country and/or regional sectoral flagship projects and (ii) to maximise the benefit for the mobile students and trainees through quality academic programmes and the traineeships offer.

The following [link](#) presents the sectors per country which should be targeted in the proposals by each applicant, as well as the detailed list of flagship projects per country.

The action prioritises measures aiming to support gender equality, youth and women participation and empowerment. In this regard, each project is also expected to take adequate actions to attract mobility applications from women. The promotion of mobility opportunities and selection processes should be gender-sensitive with the aim to promote gender balance among the beneficiaries (staff, students and trainees).

The projects should also strive to increase the participation of younger students, trainees and staff and participants with special needs or vulnerable status (e.g. coming from disadvantaged socio-economic backgrounds, fragile and least developed countries/regions, with a refugee status).

Activities that can be funded (scope)

The selected projects will entail the organisation and implementation of international mobility for students, trainees and staff as well as the implementation of related institutional activities.

All activities must take place within the eligibility period as defined in the Grant Agreement.

The consortium of HEIs that agreed to cooperate in the mobility project is expected to also involve countries and HEIs with limited or no previous experience in the Intra-Africa programme and to carry out activities to strengthen their internationalisation and modernisation as well as their links with the business sector. In order to achieve this, during project implementation the consortium should:

- Draw up a Consortium Agreement among the participating HEIs with the objective to reach sound management of the project, and which should address all main aspects linked to the internal arrangements for coordination and operation.

- Provide for adequate human resources capacities at each participating HEI, to deal with the administrative and financial management of the grant, including continuous reporting on mobility data and activities.

- Establish a project management board to ensure cohesive management of project activities which includes representatives of the relevant services (e.g. finance, student service, international office, quality assurance, etc.).

- Carry out activities to reinforce the capacity of the participating HEIs, such as exchange of experience in international relations offices, building networks, exchange of practices/methods in teaching and research, upgrade and harmonisation of curricula, development of new collaboration projects, etc.

- Set up adequate mechanisms to carry out the mobility scheme between HEIs from different countries and regions, including arrangements to compare curricula and competences and to recognise the study periods abroad.

- Establish links and cooperation agreements with private and/or public business actors, (including appointment in project's boards), in view of facilitating university/employer dialogue, developing, and implementing mobility of trainees, and strengthening career services, innovation, knowledge transfer, as well as skills anticipation and matching.

- Set up internal, and where possible external, quality assurance mechanisms and tools to assess the overall project implementation, including management and cooperation arrangements, application and selection processes, institutional services and support provided before, during and after mobility, follow-up activities in post-mobility periods etc. These mechanisms should also allow the assessment and measurement of the project's impact at all levels.

- Develop a sustainability plan to favour the creation of durable links among the HEIs involved - and with the business sector - and ensure the financial and operational continuation of the collaboration beyond EU funding.

In this process, the applicant HEI from EU, participating as Technical Partner, is expected to provide advice and active support through knowledge transfer and experience sharing, particularly in the academic, administrative and financial management of the project and mobility scheme. Its role and participation should be defined in the application and should not be limited to participation in staff mobility.

The activities above should lead to concrete results in terms of:

- Number of participating HEIs involved for the first time in the programme;
- Number of participating HEIs which have developed internal procedures to implement international mobility projects, with the support of this action;
- Number of HEIs which developed an internationalisation strategy, new international offices/structures, or improved the existing ones;
- Number of participating HEIs where new outcome-based curricula are developed or revised as a result of the mobility projects;
- Number of established agreements between participating HEIs and business partners through the mobility projects (traineeship, joint research projects, joint publications, etc.).

Setting up a mobility scheme

The consortium is expected to create optimal conditions, through quality support measures, for students, trainees and staff to undertake mobility periods (of work/ study/teaching/research/training) at the host organisation.

In order to achieve this during project implementation, the consortium should:

– Develop a clear promotion and visibility strategy for the consortium including a dedicated project website referring explicitly to the "Intra-Africa Academic Mobility Scheme" and providing comprehensive information about the project from the academic, financial and administrative points of view. This must include a solid joint promotion strategy of scholarship opportunities for reaching as many potential scholarship candidates/applicants as possible on the African continent, with special attention to female candidates and to candidates with special needs or vulnerable status (e.g., coming from disadvantaged socio-economic backgrounds, fragile and least developed countries/regions, with a refugee status).

– Develop a clear plan for the contribution of the staff mobility to the overall aims of the project and its implementation.

– Put in place an open and centralised mechanism for the selection of students, trainees and staff (including publication of the calls) that guarantees the transparency of the selection process and an equitable treatment of the individual applications.

– Set up procedures and criteria for the selection of students, trainees and staff members to take part in the individual mobility activities. These selection criteria should respect the specific mobility criteria outlined in this Call and, for the students, the admission criteria as defined by each host HEI. The scholarship application procedure and deadline should be designed in such a way to provide the candidates with all the necessary information well in advance and to allow them with enough time to prepare and submit their application.

– Offer common services and facilities to scholarship holders (e.g. welcoming, housing, coaching, assistance before and during mobility, support for visas, residence and research permits, linguistic support).

– Set up **scholarship agreements** for each individual mobility, outlining the scholarship conditions, the type of mobility, the period and duration, the rights and obligations of the scholarship holders, etc.

– Facilitate recognition of mobility periods through agreed mechanisms between home and host HEIs to favour the creation of an African Higher Education and Research Space. In this view, prior to the mobility, the institutions involved (home and host) should set up:

  1. **learning agreements/research plans** with students (Master and Doctorate) defining in particular an individual work programme and workload required to pass examinations or other forms of assessment.

  2. **traineeship agreements** with trainees and **mobility agreements** with staff defining in particular the activity plan to be implemented during the mobility, e.g., work practice, lectures, research, training and capacity building activities.

– Foresee arrangements for the monitoring of scholarship holders' activities (e.g. mentoring, regular reporting, surveys), including post-mobility tracking.

Mobility activities

Each individual mobility has to be hosted in an African country, different from the country of nationality and of residence of the scholarship holders at the time they apply for the scholarship[6].

Only HEIs from Africa involved in the project as applicants (beneficiaries) can host mobility of students and staff.

Only organisations (public or private) established in the countries of the applicants (beneficiaries) HEIs from Africa can host trainees.

The following types of mobility are eligible:

- **Mobility of students**

The mobility of students must take place in the framework of accredited master level courses[7] and doctoral programmes[8] offered by the African HEIs involved in the project as applicants (beneficiaries) and linked to the chosen priority area(s) of the project. A proof of accreditation may be asked by the Agency for all the programmes indicated in the application during project implementation.

At the time they apply for a scholarship, candidates must be national of and resident in an African country.

Two categories of students will be supported:

- *Target group 1: students registered/admitted in or having obtained a degree from one of the African applicant HEIs (beneficiaries) involved in the consortium*

- *Target Group 2: students registered/admitted in or having obtained a degree from another HEI which is not participating as applicant (beneficiary) but is established in Africa.*

Students can only receive one scholarship under the projects selected in the framework of the Intra-Africa Academic Mobility Scheme 2022-2027.

Student mobility can be of short term, i.e. **credit-seeking mobility** (leading to the academic recognition by the home HEI of the study/research period spent at the host HEI[9]) or for a complete course of an academic programme, i.e. **degree-seeking mobility** (leading to the award of a degree by the host HEI after the successful completion of the studies).

Student mobility may include a placement period in the same country of the host HEI, provided that the placement is recognised as an integral part of their student's mobility programme.

The consortium should ensure the academic recognition of periods of study, training and research through agreed mechanisms between the home HEI and the host HEI. At the end of the period of study/research, the host HEI will provide the incoming student and the home HEI with a diploma and/or transcript of records with the study

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[6] Mobility should be physical. A limited period of virtual mobility might be allowed if duly justified, to respond to exceptional circumstances such as pandemic or war, upon prior authorisation by the Agency.

[7] Level 7 of the International Standard Classification of Education-ISCED 2011

[8] Level 8 of the International Standard Classification of Education-ISCED 2011

[9] This includes sandwich mobility programmes with period of study and/or research spent both at home and host universities e.g. as visiting doctoral researcher/PhD student for a period of research and or study abroad in a partner university, as Doctorate/PhD sandwich with joint supervision between the two institutions. In line with the mobility definition, only the period of study/research spent abroad at the host HEI can be counted to determine the eligible scholarship amount.

results confirming the activities completed. Where relevant, delivery of a diploma supplement is also recommended.

- **Mobility of trainees**

At the time they apply for a scholarship, candidates must be national of and resident in an African country.

They should be enrolled in a Bachelor/Master/Doctorate programme in one of the applicant HEIs (beneficiaries) from Africa involved in the consortium.

The mobility of trainees will entail placement periods (traineeship) in private or public organisations/business actors as part of the trainees' academic programme.

Trainees will gain substantial and meaningful workplace experience in the project priority area(s) to increase their employability. The applicant HEIs established in the host country should be involved in the organisation and implementation of the mobility, and it is therefore expected to reinforce their career/job placement services and their partnerships with the private and public sector. The consortium should ensure the academic recognition by the home HEI of the traineeship period abroad.

- **Staff mobility**

At the time they apply for a scholarship, candidates must be staff members working for one of the applicant HEIs (beneficiaries) involved in the consortium (including the EU Technical Partner).

Staff mobility can involve academic, administrative, and technical staff. The related activities may vary from teaching assignments, research activities, to administrative tasks, attendance in/delivery of training courses, curriculum development activities, technical support etc. Staff mobility should aim at fostering exchange of practices, capacity building as well as improvement of (management/ academic/ technical/ administrative) skills. It should also lead to improvement in the harmonisation and recognition of studies within the participating HEIs as well as in the quality of teaching and research.

Staff from the EU Technical partner will be eligible to participate in mobility periods in one of the applicants (beneficiaries) HEIs in Africa[10] with the aim of further supporting the management and implementation of the project and mobility scheme from an academic, administrative and financial point of view.

Staff mobility is an integral and important component of the project and should be planned and carried out on time and in a strategic manner in view of the achievement of the project's objectives.

Scholarship holders cannot benefit from another EU funded scholarship scheme (e.g., Intra-Africa Academic Mobility Scheme, Erasmus+: Erasmus Mundus Joint Master Degrees) to implement the same activity during their Intra-Africa mobility period.

To avoid irregularities in the selection of scholarship holders, the consortium must request the following:

- To the students: to declare (both at application stage and in the scholarship holder agreement) not to have already benefitted from a previous student scholarship under the projects selected in the framework of the Intra-Africa Academic Mobility Scheme 2022-2027.

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[10] Staff mobility from the African applicants (beneficiaries) HEIs to the EU Technical partner is not allowed.

- To students, trainees and staff: to commit (both at application stage and in the scholarship agreement) not to benefit from another EU funded scholarship scheme (e.g., Intra-Africa Academic Mobility Scheme, Erasmus+: Erasmus Mundus Joint Master Degrees) to implement the same activity during their Intra-Africa mobility period.
- To students, trainees, and staff: to reimburse the financial support in case of incomplete or false declaration.

The consortium should take responsibility to ensure that the scholarship holders selected are eligible according to the criteria specified in this Call.

The individual mobility should normally respect the following durations:

Type of mobility	Min/max duration
Master students	4 to 24 months
Doctoral candidates	6 to 36 months
Trainees	3 to 6 months
Staff members	2 weeks to 3 months

Shorter or longer durations are possible if duly justified and authorised by the Agency.

In addition, regarding the individual mobility types specified above, each project is recommended to respect the following **indicative targets**:

− Minimum percentage of scholarship holders per type of mobility:

Type of mobility	Percentage
Master students	45%
Doctoral candidates	10%
Trainees	20%
Staff members	10%

− Minimum 25% of the number of student scholarship holders (Master students and Doctoral candidates) are credit-seeking.

− Balanced distribution of the number of mobility flows among the applicant (beneficiaries) HEIs from Africa (taking into account the operational capacity to manage mobility and the capacity to host and send scholarship holders).

− Minimum 25% of the total number of scholarship holders are women.

− Minimum 10% of the total number of scholarship holders are with special needs or vulnerable status (e.g., coming from disadvantaged socio-economic backgrounds, fragile and least developed countries/regions, with a refugee status).

− Maximum 20% of the total number of scholarship holders are of the same nationality.

Dissemination activities

Each project is expected to contribute to increasing the quality, relevance and internationalisation of higher education in Africa. During the implementation phase, the consortium will be required to disseminate the projects' results, in particular in the area of research and policy dialogue. The project is therefore expected to (where relevant):

- Promote joint research projects and joint publications – developed between HEIs and/or centres of excellence.

- Promote shared policy papers with policy makers in the participating countries.

- Promote dissemination activities on best practices and the knowledge gained through the projects by involving public and private partnerships.

- Support the dissemination of results by involving as many internal and external stakeholders and participants as possible.

Expected impact

The outputs to be delivered by this action and contributing to the Specific Objectives are:

At system level

- Improved mechanisms for the international transparency and recognition of studies/degrees and qualifications in the participating HEIs.

- Improved knowledge transfer between HEIs, quality of higher education and information exchange on study opportunities in the African Higher Education and Research Space.

At institutional level

- Strengthened HEIs capacity to manage international partnerships, mobility flows and career services.

- Increased number of partnerships and networks among HEIs in Africa, in particular in the research area at regional and continental level.

- Enhanced cooperation between HEIs and business, including on climate change area.

At individual level

- Enhanced knowledge, competences, skills and employability of scholarship holders.

- Knowledge, competences and skills in the field of climate change adaptation and mitigation are strengthened across countries and stakeholders.

- Increased participation of women and increased number of African women holding a post-graduate degree.

- Access to post-graduate degrees is diversified with special attention to students with special needs or vulnerable status (e.g., coming from disadvantaged socio-economic backgrounds, fragile and least developed countries/regions, with a refugee status).

3. Available budget

The estimated available call budget is **EUR 29 000 000.**

We expect to fund 20 projects.

We reserve the right not to award all available funds or to redistribute them between the call priorities, depending on the proposals received and the results of the evaluation.

4. Timetable and deadlines

Timetable and deadlines (indicative)	
Call opening:	14 November 2024
Deadline for submission:	30 January 2025 – 17:00:00 CET (Brussels)[11]
Evaluation:	February-May 2025
Information on evaluation results:	July 2025
GA signature:	October 2025

5. Admissibility and documents

Proposals must be submitted before the **call deadline** *(see timetable section 4)*.

Proposals must be submitted **electronically** via the Funding & Tenders Portal Electronic Submission System (accessible via the Topic page in the Search Funding & Tenders section). Paper submissions are NOT possible.

Proposals (including annexes and supporting documents) must be submitted using the forms provided *inside* the Submission System (NOT the documents available on the Topic page — they are only for information).

Proposals must be **complete** and contain all the requested information and all required annexes and supporting documents:

- Application Form Part A — contains administrative information about the participants (future coordinator, beneficiaries and affiliated entities) and the summarised budget for the project *(to be filled in directly online)*

- Application Form Part B — contains the technical description of the project *(to be downloaded from the Portal Submission System, completed and then assembled and re-uploaded)*

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[11] To check your time zone equivalent, see Time Zone Converter – Time Difference Calculator (timeanddate.com)

- **mandatory annexes and supporting documents** *(templates available to be downloaded from the Portal Submission System, completed, assembled and re-uploaded)*:

    - detailed budget table/calculator

    - CVs of core project team: not applicable

    - activity reports of last year: not applicable

    - list of previous projects (key projects for the last 4 years) *(template available in Part B)*

    - list of academic programmes.

At proposal submission, you will have to confirm that you have the **mandate to act** for all applicants. Moreover, you will have to confirm that the information in the application is correct and complete and that the participants comply with the conditions for receiving EU funding (especially eligibility, financial and operational capacity, exclusion, etc). Before signing the grant, each beneficiary and affiliated entity will have to confirm this again by signing a declaration of honour (DoH). Proposals without full support will be rejected.

Your application must be **readable**, **accessible and printable**.

Proposals are limited to maximum **70 pages** (Part B). Evaluators will not consider any additional pages. Shorter proposals are welcome.

You may be asked at a later stage for further documents *(for legal entity validation, financial capacity check, bank account validation, etc)*.

For more information about the submission process (including IT aspects), consult the Online Manual.

6. Eligibility

Applications will only be considered eligible if their content corresponds wholly (or at least in part) to the topic description for which they are submitted.

Eligible participants (eligible countries)

In order to be eligible, the applicants (beneficiaries and affiliated entities) must:

- be legal entities (public or private bodies)

- be established in one of the eligible countries, i.e.:

    - EU Member States and overseas countries and territories (OCTs)

    - African countries:

        - **East and Central Africa:**
          Burundi, Cameroon, Central African Republic, Congo, Democratic Republic of the Congo, Djibouti, Equatorial Guinea, Eritrea, Ethiopia, Gabon, Kenya, Rwanda, São Tomé and Príncipe, Somalia, South Sudan, Sudan, Tanzania, Uganda.

- **Southern Africa and Indian Ocean:**
  Angola, Botswana, Comoros, Eswatini, Lesotho, Madagascar, Malawi, Mauritius, Mozambique, Namibia, Seychelles, South Africa, Zambia, Zimbabwe.

- **Western Africa:**
  Benin, Burkina Faso, Cabo Verde, Côte d'Ivoire, The Gambia, Ghana, Guinea, Guinea-Bissau, Liberia, Mali, Mauritania, Niger, Nigeria, Senegal, Sierra Leone, Togo

- be a higher education institution (HEI) accredited by the competent national authorities and providing courses at postgraduate level (master's level and/or doctoral degree) which lead to a qualification recognised by the competent authorities of their country (— independently of their name, 'university' 'polytechnic', 'college', 'institute' or other).

Beneficiaries and affiliated entities must register in the Participant Register — before submitting the proposal — and will have to be validated by the Central Validation Service (REA Validation). For the validation, they will be requested to upload documents showing legal status and origin.

Other entities may participate in other consortium roles, such as associated partners, subcontractors, third parties giving in-kind contributions, etc *(see section 13)*.

Specific cases

Natural persons — Natural persons are NOT eligible.

International organisations — International organisations are not eligible.

Entities without legal personality — Entities which do not have legal personality under their national law may exceptionally participate, provided that their representatives have the capacity to undertake legal obligations on their behalf, and offer guarantees for the protection of the EU financial interests equivalent to that offered by legal persons[12].

EU bodies — EU bodies (with the exception of the European Commission Joint Research Centre) can NOT be part of the consortium.

Associations and interest groupings — Entities composed of members may participate as 'sole beneficiaries' or 'beneficiaries without legal personality'[13]. ⚠ Please note that if the action will be implemented by the members, they should also participate (either as beneficiaries or as affiliated entities, otherwise their costs will NOT be eligible).

EU restrictive measures — Special rules apply for certain entities *(e.g. entities subject to EU restrictive measures under Article 29 of the Treaty on the European Union (TEU) and Article 215 of the Treaty on the Functioning of the EU (TFEU)[14])*. Such entities are not eligible to participate in any capacity, including as beneficiaries, affiliated entities, associated partners, subcontractors or recipients of financial support to third parties (if any).

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[12] See Article 197(2)(c) EU Financial Regulation 2018/1046.
[13] For the definitions, see Articles 187(2) and 197(2)(c) EU Financial Regulation 2018/1046.
[14] Please note that the EU Official Journal contains the official list and, in case of conflict, its content prevails over that of the EU Sanctions Map.

ℹ️ For more information, *see Rules for Legal Entity Validation, LEAR Appointment and Financial Capacity Assessment.*

Consortium composition

Proposals must be submitted by a consortium of at least 5 and maximum 7 applicants (beneficiaries; not affiliated entities), which complies with the following conditions:

— Minimum 4 and maximum 6 HEIs from the eligible countries in the following African regions: East and Central Africa, Southern Africa and Indian Ocean, West Africa

— One HEI from one of the EU Member States (EU technical partner)

— Maximum 2 HEIs from the same eligible country in Africa.

— Minimum **three** (3) different eligible countries in Africa representing at least **two** (2) of the **three** (3) eligible African regions, i.e. East and Central Africa; Southern Africa and Indian Ocean; West Africa.

The applicant acting as coordinator must be a Higher Education Institution established in Africa and can only act as coordinator in one awarded proposal under this call for proposals.

Other entities which participate in the consortium as associated partners must be established in Africa. This includes North Africa (Algeria, Egypt, Libya, Morocco, Tunisia).

Eligible activities

Applications will only be considered eligible if their content corresponds, wholly or in part, to the topic description for which it is submitted.

Eligible activities are the ones set out in section 2 above.

Projects should take into account the results of projects supported by other EU funding programmes. The complementarities must be described in the project proposals (Part B of the Application Form).

Projects must comply with EU policy interests and priorities *(such as EU-Africa policies, etc)*.

Geographic location (target countries)

Proposals must relate to activities taking place in the eligible countries *(see above)*. Students and trainees must be national of and resident in an African country. This includes North Africa (Algeria, Egypt, Libya, Morocco, Tunisia).

Duration

Projects should normally last 48 months.

Extensions are possible, if duly justified and through an amendment.

Ethics and values

Projects must comply with:

- highest ethical standards and integrity

- applicable EU, international and national law.

The beneficiaries must pay particular attention to the principle of proportionality, the right to privacy, the right to the protection of personal data, the right to non-discrimination, the need to ensure protection of the environment and high levels of human health protection.

They must respect human rights, environmental legislation applicable in the countries where the action is taking place and internationally agreed core labour standards (e.g. the ILO core labour standards, conventions on freedom of association and collective bargaining, elimination of forced and compulsory labour, elimination of discrimination in respect of employment and occupation, and the abolition of child labour).

They must respect the right to the physical and mental integrity of a person (including no physical abuse or punishment, threats of physical abuse, sexual abuse or exploitation, harassment and verbal abuse, as well as other forms of intimidation). Such incidents (if any) must be reported to the granting authority within 30 days of when the beneficiary learned about them.

Any form of conflict of interest, bribery or corruption is prohibited under this Agreement. Project tasks must be implemented in a transparent and objective way, in the sole interest of the project and avoiding any conflicts of interest. Participants must not give or receive (or promise or agree to) any gift, gratuity, commission or consideration of any kind as an inducement or reward for performing or refraining from performing any act relating to the project or for showing favour or disfavour to any person in relation to the project. They must comply with all applicable laws and regulations and codes relating to anti-bribery and anti-corruption.

7. Financial and operational capacity and exclusion

Financial capacity

Applicants must have **stable and sufficient resources** to successfully implement the projects and contribute their share. Organisations participating in several projects must have sufficient capacity to implement all these projects.

The financial capacity check will be carried out on the basis of the documents you will be requested to upload in the [Participant Register](#) during grant preparation *(e.g. profit and loss account and balance sheet, business plan, audit report produced by an approved external auditor, certifying the accounts for the last closed financial year, etc)*. The analysis will be based on neutral financial indicators, but will also take into account other aspects, such as dependency on EU funding and deficit and revenue in previous years.

The check will normally be done for all coordinators, except:

- public bodies (entities established as public body under national law, including local, regional or national authorities) or international organisations.

- if the individual requested grant amount is not more than EUR 60 000.

If needed, it may also be done for affiliated entities.

If we consider that your financial capacity is not satisfactory, we may require:

- further information

- an enhanced financial responsibility regime, i.e. joint and several responsibility for all beneficiaries or joint and several liability of affiliated entities *(see below, section 10)*

- prefinancing paid in instalments

- (one or more) prefinancing guarantees *(see below, section 10)*

or

- propose no prefinancing

- request that you are replaced or, if needed, reject the entire proposal.

For more information, *see Rules for Legal Entity Validation, LEAR Appointment and Financial Capacity Assessment*.

Operational capacity

Applicants must have the **know-how, qualifications** and **resources** to successfully implement the projects and contribute their share (including sufficient experience in projects of comparable size and nature).

This capacity will be assessed together with the 'Implementation' award criterion, on the basis of the competence and experience of the applicants and their project teams, including operational resources (human, technical and other) or, exceptionally, the measures proposed to obtain it by the time the task implementation starts.

If the evaluation of the award criterion is positive, the applicants are considered to have sufficient operational capacity.

Applicants will have to show their capacity via the following information:

- general profiles (qualifications and experiences) of the staff responsible for managing and implementing the project

- description of the consortium participants

- list of previous projects (key projects for the last 4 years; *template available in Part B*).

Additional supporting documents may be requested, if needed to confirm the operational capacity of any applicant.

Exclusion

Applicants which are subject to an **EU exclusion decision** or in one of the following **exclusion situations** that bar them from receiving EU funding can NOT participate[15]:

- bankruptcy, winding up, affairs administered by the courts, arrangement with creditors, suspended business activities or other similar procedures (including procedures for persons with unlimited liability for the applicant's debts)

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[15] See Articles 136 and 141 of EU Financial Regulation 2018/1046.

- in breach of social security or tax obligations (including if done by persons with unlimited liability for the applicant's debts)

- guilty of grave professional misconduct[16] (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)

- committed fraud, corruption, links to a criminal organisation, money laundering, terrorism-related crimes (including terrorism financing), child labour or human trafficking (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)

- shown significant deficiencies in complying with main obligations under an EU procurement contract, grant agreement, prize, expert contract, or similar (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)

- guilty of irregularities within the meaning of Article 1(2) of EU Regulation 2988/95 (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)

- created under a different jurisdiction with the intent to circumvent fiscal, social or other legal obligations in the country of origin or created another entity with this purpose (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant).

Applicants will also be rejected if it turns out that[17]:

- during the award procedure they misrepresented information required as a condition for participating or failed to supply that information

- they were previously involved in the preparation of the call, and this entails a distortion of competition that cannot be remedied otherwise (conflict of interest).

8. Evaluation and award procedure

The proposals will have to follow the **standard submission and evaluation procedure** (one-stage submission + one-step evaluation).

An **evaluation committee** (assisted by independent outside experts) will assess all applications. Proposals will first be checked for formal requirements (admissibility, and eligibility, *see sections 5 and 6*). Proposals found admissible and eligible will be evaluated against the operational capacity and award criteria *(see sections 7 and 9)* and then ranked according to their scores.

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[16] Professional misconduct includes: violation of ethical standards of the profession, wrongful conduct with impact on professional credibility, false declarations/misrepresentation of information, participation in a cartel or other agreement distorting competition, violation of IPR, attempting to influence decision-making processes or obtain confidential information from public authorities to gain advantage.

[17] See Article 141 EU Financial Regulation 2018/1046.

For proposals with the same score a **priority order** will be determined according to the following approach:

Successively for every group of *ex aequo* proposals, starting with the highest scored group, and continuing in descending order:

1) Projects focusing on a theme that is not otherwise covered by higher ranked projects will be considered to have the highest priority.

2) The ex aequo proposals within the same topic will be prioritised according to the scores they have been awarded for the award criterion 'Implementation'. When these scores are equal, priority will be based on their scores for the criterion 'Relevance'. When these scores are equal, priority will be based on their scores for the criterion 'Sustainability'.

3) If this does not allow to determine the priority, a further prioritisation can be done by considering the overall project portfolio and the creation of positive synergies between projects, or other factors related to the objectives of the call. These factors will be documented in the panel report.

4) After that, the remainder of the available call budget will be used to fund projects across the different topics in order to ensure a balanced spread of the geographical and thematic coverage and while respecting to the maximum possible extent the order of merit based on the evaluation of the award criteria.

All proposals will be informed about the evaluation result (**evaluation result letter**). Successful proposals will be invited for grant preparation; the other ones will be put on the reserve list or rejected.

⚠ No commitment for funding — Invitation to grant preparation does NOT constitute a formal commitment for funding. We will still need to make various legal checks before grant award: *legal entity validation, financial capacity, exclusion check, etc.*

Grant preparation will involve a dialogue in order to fine-tune technical or financial aspects of the project and may require extra information from your side. It may also include adjustments to the proposal to address recommendations of the evaluation committee or other concerns. Compliance will be a pre-condition for signing the grant.

If you believe that the evaluation procedure was flawed, you can submit a **complaint** (following the deadlines and procedures set out in the evaluation result letter). Please note that notifications which have not been opened within 10 days after sending will be considered to have been accessed and that deadlines will be counted from opening/access *(see also Funding & Tenders Portal Terms and Conditions)*. Please also be aware that for complaints submitted electronically, there may be character limitations.

9. Award criteria

The **award criteria** for this call are as follows:

1. Relevance (20 points):

  – How relevant is the proposal to the objectives and priorities of the call for proposals and to the specific themes/sectors/areas or any other specific

requirements stated in the call? Are the expected results of the action aligned with the priorities defined in section 2 ?

- How relevant is the proposal to the particular needs and constraints of the target country(ies), region(s) and/or relevant sectors (including synergy with other development initiatives and avoidance of duplication)?

- How clearly defined and strategically chosen are those involved (final recipients, target groups)? Have their needs (as rights holders and/or duty bearers) and constraints been clearly defined and does the proposal address them appropriately?

- Does the proposal contain particular added-value elements (e.g. innovation, best practices)?

2. Design (30 points):

- How coherent is the design of the action? Does the proposal indicate the expected results to be achieved by the action? Are results (output, outcome and impact) realistic?

- Does the intervention logic explain the rationale to achieve the expected results? Are the activities proposed appropriate, practical, and consistent with the envisaged outputs and outcome(s) and in line with section 2?

- Does the design reflect a robust analysis of the problems involved, and the capacities of the relevant stakeholders?

- Does the design take into account external factors (risks and assumptions)?

- Are the proposed academic programmes for students' mobility and the mobility activities of trainees and staff appropriate to achieve the project's objectives?

- To which extent does the proposal integrate relevant cross-cutting elements such as environmental/climate change issues, promotion of gender equality and equal opportunities, needs of vulnerable people?

- To which extent does the proposal include countries and applicants with different levels of experience in the programme (i.e. a balance between universities of different capacity and experience) and a plan to involve and build capacity of less experienced applicants?

3. Implementation (35 points):

- Is the work plan for implementing the action clear and feasible? Is the timeline realistic?

- Are the proposed cooperation arrangements, governing bodies and management tools appropriate to ensure an efficient project management and implementation of the mobility scheme?

- Does the proposal include an effective and efficient monitoring system? Is there an evaluation planned(internal or external, during or/and at the end of the implementation)? Does it include tools/indicators to measure the impact of the project at individual, institutional and national/regional levels?

– Does the proposal include appropriate measures to assess the academic and traineeship offer and to monitor the scholarship holders' activities?

– Is the applicants' level of involvement and participation in the action satisfactory?

– Are there adequate plans to integrate the organisations hosting traineeship mobility in the project as well as other relevant organisations which may contribute to the achievement of project results?

– Does the proposal include an appropriate communication and dissemination strategy?

4. Sustainability (15 points):

– Is the action likely to ensure long lasting benefits to the target groups?

– Is the action likely to have multiplier effects, including scope for replication, capitalisation on experience and knowledge sharing?

– Are the expected results of the proposed action sustainable?

  – financially (e.g. financing of follow-up activities, sources of revenue for covering all future operating and maintenance costs)

  – institutionally (will structures allow the results of the action to be sustained at the end of the action? will there be local 'ownership' of the results of the action?)

  – at policy level (where applicable; what will be the structural impact of the action, e.g. improved legislation, codes of conduct, methods)

  – environmentally (if applicable; will the action have a negative/positive environmental impact?)

Award criteria	Minimum pass score	Maximum score
Relevance	n/a	20
Design	n/a	30
Implementation	n/a	35
Sustainability	n/a	15
Overall (pass) scores	**50**	**100**

Maximum points: 100 points.

Individual thresholds per criterion: n/a.

Overall threshold: 50

Proposals that pass the overall threshold will be considered for funding — within the limits of the available budget (i.e. up to the budget ceiling). Other proposals will be rejected.

10. Legal and financial set-up of the Grant Agreements

If you pass evaluation, your project will be invited for grant preparation, where you will be asked to prepare the Grant Agreement together with the EU Project Officer.

This Grant Agreement will set the framework for your grant and its terms and conditions, in particular concerning deliverables, reporting and payments.

The Model Grant Agreement that will be used (and all other relevant templates and guidance documents) can be found on Portal Reference Documents.

Starting date and project duration

The project starting date and duration will be fixed in the Grant Agreement *(Data Sheet, point 1)*. Normally the starting date will be after grant signature. A retroactive starting date can be granted exceptionally for duly justified reasons — but never earlier than the proposal submission date.

Project duration: *see section 6 above*.

Projects of longer duration may be accepted in duly justified cases. Extensions are possible, if duly justified and through an amendment.

Milestones and deliverables

The milestones and deliverables for each project will be managed through the Portal Grant Management System and will be reflected in Annex 1 of the Grant Agreement.

The following items should be included in the application as **main expected deliverables** during project implementation:

– Project website (due by the time the first scholarship opportunities need to be advertised to the applicants)

– Promotion materials

– Templates for scholarship agreement, learning agreement, mobility agreement, transcript of records, diploma supplement and traineeship agreement

– Signed minutes of the selection meetings

– Internal/external quality review (periodic if relevant) reports on the academic and traineeship offer and for monitoring scholarship holders' activities

– Success indicators on the impact of the project at individual, institutional and at policy level levels

– Dissemination strategy

– Operational and financial sustainability plan

Applicants are recommended to limit the number of deliverables categories to a maximum of 15 in total.

Form of grant, funding rate and maximum grant amount

The grant parameters *(maximum grant amount, funding rate, total eligible costs, etc)* will be fixed in the Grant Agreement *(Data Sheet, point 3 and art 5)*.

Project budget (maximum grant amount): EUR 1 450 000 per project.

The grant awarded may be lower than the amount requested.

The budget of the selected projects will be funded from 3 different regional budget envelopes, proportionally to the available amounts for each region.

The grant will be a unit grant. This means that it will reimburse a fixed amount per unit, based on unit costs, unit contributions or financing not linked to costs.

Budget categories and cost eligibility rules

The budget categories and cost eligibility rules are fixed in the Grant Agreement *(Data Sheet, point 3, art 6 and Annex 2)*.

Budget categories for this call[18]:

- — A. Contributions for scholarships

- — B. Institutional contributions

- — C. Contributions for special needs

Specific cost eligibility rules for this call:

- — the unit grant amount must be calculated in accordance with the methodology set out in the unit contribution authorising decision and using the calculator provided (if any).

A. Contribution for scholarship

The scholarship to individuals (students, trainees and staff) shall cover travel, installation and subsistence costs.

The scholarship is calculated based on a monthly unit contribution (pro-rata of the actual number of days), as follows:

- Master students: EUR 890/month x duration in months of the mobility

- Doctoral candidates/trainees: EUR 1 230/month x duration in months of the mobility

- Staff member: EUR 2 370/month x duration in months of the mobility

B. Institutional Contribution

The Institutional unit contribution aims to cover part of the costs linked to the implementation of the mobility scheme, such as project management, coordination, communication and dissemination, services to students including insurance coverage, participation costs including tuition fees, research activities and all other costs necessary to successfully implement the mobility plan.

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[18] Decision of 28 February 2023 authorising the use of unit contributions for the Intra-Africa Academic Mobility Scheme under the Neighbourhood, Development and International Cooperation Instrument.

The maximum contribution to the institutional costs for the duration of the grant agreement is calculated as follows:

EUR 900 /month x duration in months of all implemented mobility (pro-rata of the actual number of days)

C. Contribution for special needs

Contribution for special needs is eligible for mobility of a scholarship holder with disabilities whose long-term physical, mental, intellectual or sensory impairments are certified by a competent national authority and of such nature that their participation in the action would not be possible without the special needs items or services. They will contribute to cover costs such as those related to the acquisition of special items or services (e.g., assistance by third persons, adaptation of work environment, additional travel/transportation costs).

The support to cover such individual needs of enrolled students, will take the form of the following special needs unit contributions:

- **(a)** EUR 3 000
- **(b)** EUR 4 500
- **(c)** EUR 6 000
- **(d)** EUR 9 500
- **(e)** EUR 13 000
- **(f)** EUR 18 500
- **(g)** EUR 27 500
- **(h)** EUR 35 500
- **(i)** EUR 47 500
- **(j)** EUR 60 000

Calculation of the unit contribution per student:

Scholarship holders will declare what type of items/services are needed and their cost. Beneficiaries shall claim the closest lower rate per student compared to the estimated actual costs of his/her special needs. Special needs contribution may be assessed on a case-by-case basis, in order to further ensure compliance with the principle of sound financial management. Where this assessment shows that the needs described do not match the category of allowance proposed, the Agency may adjust that the category of need be changed to reflect the description. Costs lower than EUR 3,000 and higher than EUR 60,000 shall not be reimbursed through the special needs allowance.

Calculation of the maximum contribution allocated to the consortium for the duration of the grant agreement:

- At application stage, based on their estimation, applicants will request a maximum of two-unit costs, corresponding to the highest unit costs available, i.e. max 2 x EUR 60 000. This amount will be used to allocate the unit costs to the concerned scholarship holders.

- At implementation stage, the monthly unit contribution shall be calculated as follows:

{special needs unit x (1/number of months)}

The number of months in the formula above shall correspond to the number of months the special needs items or services were used or produced for implementing the action, depending on the nature of the items or services. For one-off costs, the number of months shall correspond to 1.

Reporting and payment arrangements

The reporting and payment arrangements are fixed in the Grant Agreement *(Data Sheet, point 4 and art 21 and 22)*.

After grant signature, you will normally receive a **prefinancing** to start working on the project (float of normally **50%** of the maximum grant amount; exceptionally less or no prefinancing). The prefinancing will be paid 30 days from entry into force/financial guarantee (if required) — whichever is the latest*.*

There will be no interim payments. There will be one or more **additional prefinancing payments** linked to a prefinancing report.

In addition, you will be expected to submit one or more progress reports not linked to payments.

Payment of the balance: At the end of the project, we will calculate your final grant amount. If the total of earlier payments is higher than the final grant amount, we will ask you (your coordinator) to pay back the difference (recovery).

All payments will be made to the coordinator.

⚠ Please be aware that payments will be automatically lowered if one of your consortium members has outstanding debts towards the EU (granting authority or other EU bodies). Such debts will be offset by us — in line with the conditions set out in the Grant Agreement *(see art 22)*.

Please also note that you are responsible for keeping records on all the work done and the units declared.

Prefinancing guarantees

If a prefinancing guarantee is required, it will be fixed in the Grant Agreement *(Data Sheet, point 4)*. The amount will be set during grant preparation and it will normally be equal or lower than the prefinancing for your grant.

The guarantee should be in euro and issued by an approved bank/financial institution established in an EU Member State. If you are established in a non-EU country and would like to provide a guarantee from a bank/financial institution in your country, please contact us (this may be exceptionally accepted, if it offers equivalent security).

Amounts blocked in bank accounts will NOT be accepted as financial guarantees.

Prefinancing guarantees are normally requested from the coordinator, for the consortium. They must be provided during grant preparation, in time to make the prefinancing (scanned copy via Portal AND original by post).

If agreed with us, the bank guarantee may be replaced by a guarantee from a third party.

The guarantee will be released at the end of the grant, in accordance with the conditions laid down in the Grant Agreement *(art 23)*.

Certificates

Depending on the type of action, size of grant amount and type of beneficiaries, you may be requested to submit different certificates. The types, schedules and

thresholds for each certificate are fixed in the Grant Agreement *(Data Sheet, point 4 and art 24)*.

Liability regime for recoveries

The liability regime for recoveries will be fixed in the Grant Agreement *(Data Sheet point 4.4 and art 22)*.

For beneficiaries, it is one of the following:

- limited joint and several liability with individual ceilings — *each beneficiary up to their maximum grant amount*

- unconditional joint and several liability — *each beneficiary up to the maximum grant amount for the action*

 or

- individual financial responsibility — *each beneficiary only for their own debts*.

In addition, the granting authority may require joint and several liability of affiliated entities (with their beneficiary).

Provisions concerning the project implementation

Ethics rules: *see Model Grant Agreement (art 14 and Annex 5)*

IPR rules: *see Model Grant Agreement (art 16 and Annex 5):*

- rights of use on results: Yes

- access to results for policy purposes: Yes

- additional rights for partner countries and regional organisations: Yes

Communication, dissemination and visibility of funding: *see Model Grant Agreement (art 17 and Annex 5):*

- communication and dissemination plan: No

- additional communication and dissemination activities: Yes

- special logos: Yes

Specific rules for carrying out the action: *see Model Grant Agreement (art 18 and Annex 5):*

- specific rules for MOBAF mobility actions: Yes

- EU restrictive measures: Yes

⚠️ The communication and dissemination activities set out in Article 17.1 and Annex 5 of the Grant Agreement are allowed ONLY if explicitly agreed with the granting authority; visibility of EU funding under Article 17.2 and Annex 5 of the Grant Agreement is ALWAYS mandatory.

Other specificities

n/a

Non-compliance and breach of contract

The Grant Agreement (chapter 5) provides for the measures we may take in case of breach of contract (and other non-compliance issues).

For more information, *see AGA — Annotated Grant Agreement*.

11. How to submit an application

All proposals must be submitted directly online via the Funding & Tenders Portal Electronic Submission System. Paper applications are NOT accepted.

Submission is a **2-step process**:

a) **create a user account and register your organisation**

To use the Submission System (the only way to apply), all participants need to create an EU Login user account.

Once you have an EULogin account, you can register your organisation in the Participant Register. When your registration is finalised, you will receive a 9-digit participant identification code (PIC).

b) **submit the proposal**

Access the Electronic Submission System via the Topic page in the Search Funding & Tenders section (or, for calls sent by invitation to submit a proposal, through the link provided in the invitation letter).

Submit your proposal in 3 parts, as follows:

− Part A includes administrative information about the applicant organisations (future coordinator, beneficiaries, affiliated entities and associated partners) and the summarised budget for the proposal. Fill it in directly online

− Part B (description of the action) covers the technical content of the proposal. Download the mandatory word template from the Submission System, fill it in and upload it as a PDF file

− Annexes (*see section 5*). Upload them as PDF file (single or multiple depending on the slots). Excel upload is sometimes possible, depending on the file type.

The proposal must keep to the **page limits** *(see section 5)*; excess pages will be disregarded.

Documents must be uploaded to the **right category** in the Submission System otherwise the proposal might be considered incomplete and thus inadmissible.

The proposal must be submitted **before the call deadline** (*see section 4*). After this deadline, the system is closed and proposals can no longer be submitted.

Once the proposal is submitted, you will receive a **confirmation e-mail** (with date and time of your application). If you do not receive this confirmation e-mail, it means your proposal has NOT been submitted. If you believe this is due to a fault in the Submission System, you should immediately file a complaint via the IT Helpdesk webform, explaining the circumstances and attaching a copy of the proposal (and, if possible, screenshots to show what happened).

Details on processes and procedures are described in the Online Manual. The Online Manual also contains the links to FAQs and detailed instructions regarding the Portal Electronic Exchange System.

Guidance on the use of generative AI tools for the preparation of the proposal

When considering the use of generative artificial intelligence (AI) tools for the preparation of the proposal, it is imperative to exercise caution and careful consideration. The AI-generated content should be thoroughly reviewed and validated by the applicants to ensure its appropriateness and accuracy, as well as its compliance with intellectual property regulations. Applicants are fully responsible for the content of the proposal (even those parts produced by the AI tool) and must be transparent in disclosing which AI tools were used and how they were utilised.

Specifically, applicants are required to:

• Verify the accuracy, validity, and appropriateness of the content and any citations generated by the AI tool and correct any errors or inconsistencies.

• Provide a list of sources used to generate content and citations, including those generated by the AI tool. Double-check citations to ensure they are accurate and properly referenced.

• Be conscious of the potential for plagiarism where the AI tool may have reproduced substantial text from other sources. Check the original sources to be sure you are not plagiarizing someone else's work.

• Acknowledge the limitations of the AI tool in the proposal preparation, including the potential for bias, errors, and gaps in knowledge.

12. Help

As far as possible, ***please try to find the answers you need yourself***, in this and the other documentation (we have limited resources for handling direct enquiries):

– Online Manual

– Topic Q&A on the Topic page (for call-specific questions in open calls; not applicable for actions by invitation)

– Portal FAQ (for general questions).

Please also consult the Topic page regularly, since we will use it to publish call updates. (For invitations, we will contact you directly in case of a call update).

Contact

For individual questions on the Portal Submission System, please contact the IT Helpdesk.

Non-IT related questions should be sent to the following email address: EACEA-IntraAfrica-IntraACP@ec.europa.eu.

Please indicate clearly the reference of the call and topic to which your question relates *(see cover page)*.

13. Important

> ⚠️ **IMPORTANT**
>
> - **Don't wait until the end —** Complete your application sufficiently in advance of the deadline to avoid any last minute **technical problems**. Problems due to last minute submissions *(e.g. congestion, etc)* will be entirely at your risk. Call deadlines can NOT be extended.
>
> - **Consult** the Portal Topic page regularly. We will use it to publish updates and additional information on the call (call and topic updates).
>
> - **Funding & Tenders Portal Electronic Exchange System —** By submitting the application, all participants **accept** to use the electronic exchange system in accordance with the Portal Terms & Conditions.
>
> - **Registration —** Before submitting the application, all beneficiaries, affiliated entities and associated partners must be registered in the Participant Register. The participant identification code (PIC) (one per participant) is mandatory for the Application Form.
>
> - **Consortium roles —** When setting up your consortium, you should think of organisations that help you reach objectives and solve problems.
>
>   The roles should be attributed according to the level of participation in the project. Main participants should participate as **beneficiaries** or **affiliated entities**; other entities can participate as associated partners, subcontractors, third parties giving in-kind contributions. **Associated partners** and third parties giving in-kind contributions should bear their own costs (they will not become formal recipients of EU funding). **Subcontracting** should normally constitute a limited part and must be performed by third parties (not by one of the beneficiaries/affiliated entities). Subcontracting going beyond 30% of the total eligible costs must be justified in the application.
>
> - **Coordinator —** In multi-beneficiary grants, the beneficiaries participate as consortium (group of beneficiaries). They will have to choose a coordinator, who will take care of the project management and coordination and will represent the consortium towards the granting authority. In mono-beneficiary grants, the single beneficiary will automatically be coordinator.
>
> - **Affiliated entities** — Applicants may participate with affiliated entities (i.e. entities linked to a beneficiary which participate in the action with similar rights and obligations as the beneficiaries, but do not sign the grant and therefore do not become beneficiaries themselves). They will get a part of the grant money and must therefore comply with all the call conditions and be validated (just like beneficiaries); but they do not count towards the minimum eligibility criteria for consortium composition (if any).
>
> - **Associated partners** — Applicants may participate with associated partners (i.e. partner organisations which participate in the action but without the right to get grant money). They participate without funding and therefore do not need to be validated.
>
> - **Consortium agreement** — For practical and legal reasons it is recommended to set up internal arrangements that allow you to deal with exceptional or unforeseen circumstances (in all cases, even if not mandatory under the Grant Agreement). The consortium agreement also gives you the possibility to redistribute the grant money according to your own consortium-internal principles and parameters (for instance, one beneficiary can reattribute its grant money to another beneficiary). The consortium agreement thus allows you to customise the EU grant to the needs inside your consortium and can also help to protect you in case of disputes.

- **Balanced project budget —** Grant applications must ensure a balanced project budget and sufficient other resources to implement the project successfully *(e.g. own contributions, income generated by the action, financial contributions from third parties, etc)*. You may be requested to lower your estimated costs, if they are ineligible (including excessive).

- **Completed/ongoing projects —** Proposals for projects that have already been completed will be rejected; proposals for projects that have already started will be assessed on a case-by-case basis (in this case, no costs can be reimbursed for activities that took place before the project starting date/proposal submission).

- **No-profit rule —** Grants may NOT give a profit (i.e. surplus of revenues + EU grant over costs). This will be checked by us at the end of the project.

- **No cumulation of funding/no double funding —** It is strictly prohibited to cumulate funding from the EU budget (except under 'EU Synergies actions'). Outside such Synergies actions, any given action may receive only ONE grant from the EU budget and cost items may under NO circumstances be declared under two EU grants. If you would like to nonetheless benefit from different EU funding opportunities, projects must be designed as different actions, clearly delineated and separated for each grant (without overlaps).

- **Combination with EU operating grants —** Combination with EU operating grants is possible, if the project remains outside the operating grant work programme and you make sure that cost items are clearly separated in your accounting and NOT declared twice *(see [AGA — Annotated Grant Agreement, art 6.2.E](#))*.

- **Multiple proposals —** Applicants may submit more than one proposal for *different* projects under the same call (and be awarded a funding for them).

  Organisations may participate in several proposals.

  BUT: if there are several proposals for *very similar* projects, only one application will be accepted and evaluated; the applicants will be asked to withdraw the others (or they will be rejected).

- **Resubmission —** Proposals may be changed and re-submitted until the deadline for submission.

- **Rejection —** By submitting the application, all applicants accept the call conditions set out in this this Call Document (and the documents it refers to). Proposals that do not comply with all the call conditions will be **rejected**. This applies also to applicants: All applicants need to fulfil the criteria; if any one of them doesn't, they must be replaced or the entire proposal will be rejected.

- **Cancellation —** There may be circumstances which may require the cancellation of the call. In this case, you will be informed via a call or topic update. Please note that cancellations are without entitlement to compensation.

- **Language —** The language of this call is English. You can submit your proposal in any official EU language (project abstract/summary should however always be in English). For reasons of efficiency, we strongly advise you to use English for the entire application. If you need the call documentation in another official EU language, please submit a request within 10 days after call publication (for the contact information, *see section 12*).

- **Transparency —** In accordance with Article 38 of the EU Financial Regulation, information about EU grants awarded is published each year on the Europa website.

  This includes:
  – beneficiary names
  – beneficiary addresses
  – the purpose for which the grant was awarded
  – the maximum amount awarded.

  The publication can exceptionally be waived (on reasoned and duly substantiated request), if there is a risk that the disclosure could jeopardise your rights and freedoms under the EU Charter of Fundamental Rights or harm your commercial interests.

- **Data protection —** The submission of a proposal under this call involves the collection, use and processing of personal data. This data will be processed in accordance with the applicable legal framework. It will be processed solely for the purpose of evaluating your proposal, subsequent management of your grant and, if needed, programme monitoring, evaluation and communication. Details are explained in the Funding & Tenders Portal Privacy Statement.