

Call for Proposals



DIES ProGRANT Multiplication Trainings in Africa and in Asia

Guidelines for Funding

Multiplication
Trainings

April –
October
2022



DIES
ProGRANT

The ProGRANT Multiplication Trainings (PMT) program funds will cover the expenditure for implementing the multiplication trainings which will be carried out by a project team in their home country or the region. Each training has to be composed of at least two workshops (one virtual and one on-site – if possible) and an E-Learning phase in between which can take place from April 2022 through October 2022. A maximum budget of 15.000 Euros can be used as a point of reference for funding from the program for eligible project teams (see Call for Proposals).

The expenditures of the PMT funds will need to be made accountable with a list of expenses, copies of original invoices/receipts, and a participants' list with signature of each participant. They should be handed in within 6 weeks after each workshop, but not later than November 15th, 2022 for workshops finishing up in October 2022.

Important: In case that the University of Cologne is not able to forward an advance payment to the team lead's affiliated institution, the project team has to be willing and able to make advance payments as well. In this case the University of Cologne will arrange for reimbursements. Please note that reimbursement processes can take up to several weeks.

The budget for each PMT is divided into five categories. The regulations for each category are as follows:

1. Administrative Staff

Item(s)	Local administrative staff (NOT project team members) for the support of the organization of the workshop.
Description	Up to 60 hours according to the local salary per seminar. However, the total amount should not exceed 480 EUR per seminar.

2. Remuneration

2.1. Remuneration of Regional Experts

Item(s)	Two Regional Experts can be invited to the workshop on a remuneration basis.
Description	Up to two Regional Experts can receive a remuneration of up to 250 Euro per day per person ¹ . The experts should be official Regional Experts from our ProGRANT Trainer pool.

2.2. Remuneration of the Project Team

Item(s)	A remuneration of up to 2000 Euros per ProGRANT Multiplication Training (all elements of the training) can be budgeted for the project team in total.
Description	The project team can receive a remuneration for the implementation of the Multiplication Training. The daily rate of the remuneration cannot exceed 250 Euros per team. The project team decides individually how the remuneration is distributed among the members.

¹ The remuneration per day requires an engagement of at least 6 hours.

3. Travel of Regional Experts and the Project Team

Item(s)	The travel expenses (economy class and best option) for the Regional Expert and/ or the project team will be covered. Expenditure for visa and vaccines will be covered if applicable.
Description	Up to one return travel ticket (train, flight, bus) for the Regional Expert and the project team members per workshop can be budgeted. Visa fees and the vaccine costs needed for the travel can be budgeted and covered.

4. Accommodation and Meals for Regional Experts, the Project Team and the Participants

Item(s)	Within this category, the project team can budget the following expenses: <ul style="list-style-type: none">• <i>The accommodation of Regional Experts, project team members and participants</i>• <i>The costs for meals which can include:</i><ul style="list-style-type: none">• <i>Breakfast,</i>• <i>Lunch,</i>• <i>Dinner</i>
Description	The budget for accommodation and meals differs from country to country. Please refer to “Maximum Rates for Accommodation and Meals for Regional Experts, Project Team and Participants” for calculation of the maximum budget per person per day.

5. Materials for the Workshop

Item(s)	Workshop materials can be <ul style="list-style-type: none">• <i>Consumable supplies such as paper, pens and other workshop stationery, etc.</i>• <i>Printing expenses for leaflets, brochures and training materials, etc.</i>• <i>Digital licenses (Zoom, etc.)</i>
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Regional Experts, Project Team and Participants

Maximum Rates for Accommodation and Meals

Please note that the rates are applicable for the country the ProGRANT Multiplication Trainings are held in. E.g., if the PMT takes place in Benin, the rates for Benin are applicable for all regional experts, project team members and participants. The amounts indicated are maximum rates and cannot be exceeded, however, they don't have to be maxed out.

Country	Maximum Rates per Person / per Day	
	Accommodation	Meals ¹ (Breakfast, Lunch and Dinner)
Benin	115.00 €	43.00 €
Burkina Faso	174.00 €	31.00 €
Cambodia	94.00 €	31.00 €
Cameroon	180.00 €	41.00 €
Côte d'Ivoire	146.00 €	42.00 €
Ethiopia	130.00 €	32.00 €
Indonesia	134.00 €	30.00 €
Kenya	223.00 €	35.00 €
Laos	96.00 €	27.00 €
Malaysia	88.00 €	28.00 €
Myanmar	155.00 €	29.00 €
Namibia	112.00 €	25.00 €
Philippines	116.00 €	27.00 €
Senegal	128.00 €	37.00 €
South Africa (Cape Town, Johannesburg, Rest)	112.00 €, 124.00 €, 94.00 €	22.00 €, 24.00 €, 18.00 €
Tanzania	201.00 €	39.00 €
Thailand	110.00 €	31.00 €
Togo	118.00 €	32.00 €
Vietnam	86.00 €	34.00 €
Zambia	130.00 €	30.00 €
Zimbabwe	140.00 €	37.00 €

¹ The allocation of the meals is 20% for breakfast, 40% for lunch and 40% for dinner. If the breakfast is included in the accommodation, it needs to be deducted accordingly.

Contact and Information

If you have any questions about the application process, please feel free to contact the UoC Coordination Office at proposalwriting@verw.uni-koeln.de for further information.

DIES ProGRANT Coordinator: Sarah-Marleen Dannenberg, M.Phil. | University of Cologne · International Office-
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