

LEAFLET

Procedures and guidelines for supporting Fact Finding Missions

**funded by the Federal Ministry for
Economic Cooperation and Development (BMZ)**

**Application deadline: 15/11/2019
Funding period: 1 January – 31 December 2020**



**Bundesministerium für
wirtschaftliche Zusammenarbeit
und Entwicklung**

“Fact Finding Missions” 2020

Objectives of the programme

The German Academic Exchange Service (DAAD) receives funding from the Federal Ministry for Economic Cooperation and Development (BMZ) to support the Fact Finding Mission Programme.

The objective of the programme is the preparation of a long-term, contractually regulated cooperative partnership at departmental or institutional level, which is focused on structural improvement at the partner institutions. Ideally, this will result in successful joint applications for funding in one of the DAAD partnership programmes funded by the BMZ.

Eligible measures

Description of the purpose:

In order to establish initial contact with potential project partners and support the development and expansion of long-term cooperative partnerships, the DAAD's Fact Finding Missions programme provides funding for preparatory visits to DAC countries by delegations of experts from German higher education institutions. These visits enable the delegation members to make contact with possible partner institutions in the DAC countries. Visits to one or more universities and discussions with other institutions (embassies, ministries, DAAD regional offices, development cooperation organisations, etc.) help determine the needs of partner institutions, and an application for a BMZ-funded partnership programme can then be prepared. The visit by the German delegation may be followed by visits of the foreign partners to Germany as this allows for more intensive preparations for the cooperation project and clarification of the partner structure.

Measures eligible for funding are:

Preparatory visits (visits to one or more foreign higher education institutions and other institutions, e.g. embassies, ministries, DAAD regional offices, development cooperation organisations). The visit by the German delegation may be followed by visits of the foreign partners to Germany as this allows for more intensive preparations for the cooperation project and clarification of the partner structure. This return visit is to be arranged by the German partner higher education institution.

Note:

The following cannot be funded:

- Trips by one individual
- Trips by students and individuals who are not academic personnel
- Representational trips without relevance to the particular subject and excursions
- Research trips or trips purely to initiate a research cooperation
- Projects already receiving funding from other sources
- Applications with a funding volume below EUR 3,500
- Fact Finding Missions to Antigua and Barbuda, Chile or Uruguay

Grant expenditure eligible

Expenditure eligible for funding:

- Material resources in Germany/abroad
 - Mobility of project personnel
Expenditure for mobility of employees of the applicant institution from Germany to the university location abroad, in line with the German Federal Travel Expenses Act (BRKG)/ State Travel Expenses Act (LRKG) (economy-class flights, second-class train tickets; taxes and security charges included)
 - Stays of project personnel
Living allowance for employees of the applicant higher education institution staying at the university location abroad, in line with the BRKG/LRKG

	<ul style="list-style-type: none"> ○ <u>Stays of project personnel</u> Living allowance (accommodation and meals) for foreign participants, max. EUR 96 per day ○ <u>Other</u> <ul style="list-style-type: none"> - Visa costs and expenditure for necessary vaccinations for employees of the applicant higher education institution - Visa costs and health insurance for foreign participants, max. EUR 30 per person
Type of financing	Funding will be provided as deficit financing.
Funding period	The funding period (incl. time for preparation and follow-up) begins on 01/01/2020 at the earliest and ends on 31/12/2020 at the latest.
Grant level	The maximum amount of the DAAD grant is <ul style="list-style-type: none"> ● EUR 15,000 for a trip length of max. 14 days ● EUR 20,000 for a trip length of max. 21 days (incl. return visit or trips to several neighbouring countries)
Subject area(s)	The programme is open to all subject areas.
Target group	Funding is intended for employees of German higher education institutions.
Eligible applicants	Eligible for application are German higher education institutions represented by their departments or institutes.
Submission of applications	The application for project funding must be completed in full and submitted by the stipulated deadline exclusively via the DAAD portal (https://portal.daad.de/irj/portal).
Application requirements	<p>Application documents:</p> <ol style="list-style-type: none"> 1. Project application (in DAAD portal) 2. Financing plan (in DAAD portal) 3. If necessary, a calculation of non-accountable revenue/expenditure (e.g. core staff, infrastructure) (appendix type: additional financial information) 4. Project description (short version) (Appendix 1; appendix type: project description) 5. Project description (max. two pages) <ul style="list-style-type: none"> ● Reference to previous preparatory visits undertaken ● Information on current status of cooperation ● Information on planned composition of delegation(s) ● Information on the form of the planned cooperation and details of the DAAD funding programme for which an application is planned following the Fact Finding Mission, where appropriate (appendix type: project description) 6. Detailed, day-by-day visit programme in tabular format with details of discussion topics and partners (incl. title and position) (appendix type: programme-specific appendices) 7. Endorsement from the German university administration (Appendix 2) (appendix type: programme-specific appendices) <p>The application documents specified above must be made available by the application deadline. The documents to be submitted must be named and numbered according to these specifications.</p>



After the application deadline, the DAAD will neither request any documents nor take into account any additionally supplied documents or changes, including in the financing plan. Incomplete applications will be excluded from the selection procedure.

Application deadline

The application deadline is **15/11/2019**.

Selection procedure

Applications are assessed according to formal and content-related criteria, with special consideration of relevance to development policy. Projects with particular relevance to development policy are those whose planning and implementation indicate approaches for a long-term cooperation and whose objective is structural improvement at the partner higher education institution.

The following content-related criteria are derived from the programme objective:

- Reaching multipliers, functionaries and decision-makers at the potential partner higher education institutions
- Including non-university partners
- Benefits for the partner countries
- Appropriate expenditure planning

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Appendices

1. Project description (short version)
2. Endorsement from the German university administration
3. Overseas daily and overnight accommodation allowance
4. DAC list of developing countries and regions
5. Form completion guide for the financing plan

Funded by:



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