

LEAFLET

Procedures and guidelines for supporting Fact Finding Missions

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

Application deadline: 13.11.2020

Funding period: 01.01.2021 – 31.12.2021

Note:

These guidelines are published in German and English. Only the German version is legally binding; the English version is for information only.

With financial support from the



Federal Ministry
for Economic Cooperation
and Development

“Fact Finding Missions”

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.

Initial contacts with potential project partners in DAC countries are to be established within the framework of fact-finding missions by professional delegations from German universities, and the establishment and expansion of long-term cooperation is to be supported.

Visits to one or more universities as well as negotiations with other institutions (embassies, ministries, DAAD branch offices, development cooperation organisations, etc.) are intended to identify the needs of the partner institutions and prepare an application for a BMZ-funded partnership programme. In order to intensify the preparation of a cooperation project and to clarify the partner structure, visits to Germany by the foreign partners following the visit by the German side can also be funded.

Eligible measures

Eligible measures are preparatory visits by delegations of experts from German universities to potential project partners, in particular:

Preparatory visits (visits to one or more foreign universities and other institutions, e.g. embassies, ministries, DAAD offices, development cooperation organisations, etc.) In order to intensify the preparation of a cooperation project and to clarify the partner structure, visits by foreign partners to Germany can also be supported following the visit by the German side. This return visit must be arranged by the German partner university.

Note:

Not eligible for funding:

- Travel of individual persons
- Travel of students and non-university staff
- Representative visits without professional reference and excursions
- Research visits or trips to initiate a mere research cooperation
- Projects already funded by other institutions
- Applications with a funding volume below 3,500 euros
- Fact Finding Missions to the countries Antigua and Barbuda, Chile and Uruguay

Applications that include virtual alternatives are particularly welcome as they take Corona-related travel restrictions into account.

Grant expenditure eligible

Expenditure eligible for funding:

- Material resources in Germany/abroad
 - Mobility of project personnel
Expenditure for mobility for employees of the applicant university from Germany to the foreign university location in accordance with BRKG/LRKG (with the following restrictions: Economy class flights, 2nd class rail travel; taxes and security charges included)
 - Stays of project personnel
Accommodation and daily allowance for employees of the applicant university at the foreign university location in accordance with BRKG/LRKG.
 - In Germany, expenditure for accommodation and meals for foreign participants is eligible for up to 96 euros per day.
Arrival and departure day can be declared as one day each.

	<ul style="list-style-type: none"> ○ <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	<p>Funding will be provided as deficit financing.</p> <p>The applying higher education institution participates with its own funds or third-party funds. These must be indicated in the financing plan. Own contributions such as permanent staff and infrastructure on the German side and the partner higher education institution(s) are to be entered as non-accountable revenue/expenditure. Together with the application, a calculation of the non-accountable revenue resp. expenses has to be submitted.</p>
Funding period	<p>The funding period (incl. time for preparation and follow-up) begins on 01.01.2021 at the earliest and ends on 31.12.2021 at the latest.</p>
Grant level	<p>The maximum amount of the DAAD grant is</p> <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)	<p>The programme is open to all subject areas.</p>
Target group	<p>Funding is intended for employees of German higher education institutions.</p>
Eligible applicants	<p>Eligible for application are German higher education institutions represented by their departments or institutes.</p>
Submission of applications	<p>The application for project funding must be completed in full and submitted by the stipulated deadline exclusively via the DAAD portal (www.mydaad.de).</p>
Application requirements	<p><u>Application documents relevant for the selection process:</u></p> <ol style="list-style-type: none"> 1. Project application (in DAAD portal) 2. Financing plan (in DAAD portal) 3. A calculation of non-accountable revenue/expenditure (e.g. core staff, infrastructure) (appendix type: additional financial information) 4. Project description (short version) (see form template; 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 (see form template) (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 13.11.2020
Selection procedure	<p>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.</p> <p><u>Selection criteria</u> The following content-related criteria are derived from the programme objective:</p> <ul style="list-style-type: none"> • 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
Contact	<p>German Academic Exchange Service P 32 – Development Cooperation: Partnership Programmes, Alumni Projects and Higher Education Management Kennedyallee 50 53175 Bonn</p> <p>Andrea Höhndorf Email: hoehndorf@daad.de Telephone: +49 228 882 486</p>
Annexes to the call for tenders	<ul style="list-style-type: none"> • Overseas daily and overnight accommodation allowance (ARVVwV BRKG)
Important information and form templates	<ul style="list-style-type: none"> • Project description (short version) • Endorsement from the German university administration • DAC list of developing countries and regions • Form completion guide for the financing plan • Information concerning mobility with handicap and chronic disease

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