

## CALL FOR PROPOSALS

# DIES ProGRANT Multiplication Trainings in Latin America and the MENA region in 2023

## Guidelines for Funding

### Introduction

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 2023 through October 2023. 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, 2023 for workshops finishing up in October 2023.

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

<b>Item(s)</b>	Local administrative staff (NOT project team members) for the support of the organization of the workshop.
<b>Description</b>	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

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

### 2.2 Remuneration of Project Team

<b>Item(s)</b>	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.
<b>Description</b>	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.

## 3. Travel of Regional Experts and the Project Team

<b>Item(s)</b>	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.
<b>Description</b>	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

<b>Item(s)</b>	<p>Within this category, the project team can budget the following expenses:</p> <ul style="list-style-type: none"> <li>• The accommodation of Regional Experts, project team members and participants</li> <li>• The costs for meals which can include: <ul style="list-style-type: none"> <li>○ Breakfast,</li> <li>○ Lunch,</li> <li>○ Dinner</li> </ul> </li> </ul>
----------------	---

<sup>1</sup> The remuneration per day requires an engagement of at least 6 hours. In exceptional cases, the remuneration can be budgeted up to 500 Euro/day. Special justification and approval are required in advance.

<b>Description</b>	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

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

## 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 <sup>2</sup> (Breakfast, Lunch and Dinner)
Algeria	173.00 €	42.00 €
Argentina	113.00 €	29.00 €
Bolivia	93.00 €	25.00 €
Colombia	115.00 €	38.00 €
Costa Rica	93.00 €	39.00 €
Cuba	228.00 €	38.00 €
Dominican Republic	147.00 €	37.00 €
Ecuador	97.00 €	36.00 €

Egypt	125.00 €	34.00 €
El Salvador	119.00 €	36.00 €
Honduras	101.00 €	40.00 €
Iran	196.00 €	27.00 €
Jordan	126.00 €	38.00 €
Lebanon	123.00 €	49.00 €
Mexico	177.00 €	40.00 €
Morocco	129.00 €	35.00 €
Palestine	130.00 €	39.00 €
Paraguay	108.00 €	31.00 €
Peru	143.00 €	28.00 €
South Sudan	150.00 €	28.00 €
Sudan	195.00 €	27.00 €
Tunisia	115.00 €	33.00 €
Uruguay	90.00 €	40.00 €
Yemen	95.00 €	20.00 €

<sup>2</sup> 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.

If you have any questions about the application process, please feel free to contact the UoC Coordination Office at the email address below for further information.

### Contact and Information

Sarah-Marleen Dannenberg, *M.Phil.*

University of Cologne

International Office

[proposalwriting@verw.uni-koeln.de](mailto:proposalwriting@verw.uni-koeln.de)

<https://uni.koeln/CPRML> (Course Offerings)