**BACKUP Initiative**

**Application Form – Project Proposal**

**Introduction and Overview**

The **European Union** (EU) and the **German Federal Ministry for Economic Cooperation and Development** (BMZ) have partnered up to fund an action aiming at mitigating the socio-economic impacts of the COVID-19 pandemic in the education and health sector in African partner countries. This action will be jointly implemented by **Enabel** (focus on TVET and health), and **GIZ** (focus on basic education) in a **Team Europe** approach.

In the framework of the new action, GIZ will be offering via the BACKUP Initiative an **Open Call for Proposals** on fostering digital solutions for basic education.

**Open Call for Proposals – Project Proposal**

Funding from the BACKUP Initiative is available for activities fostering digital solutions for basic education. The BACKUP Initiative aims at strengthening and developing the capacities of partners.

Funding through the Project Proposal is available for **up to € 100,000**. The Project Proposal is designed to support projects that contain a set of activities with a short timeframe, with a maximum of 12 months. These activities may include expert and advisory services, capacity development activities, stakeholder consultations or activities to strengthen the role of civil society in planning, monitoring and management of digital solutions for education. They may also include involvement of public institutions and/or civil society with the private sector to jointly foster digital solutions.

**Instructions**

Before completing this form, please send a short outline or summary of your proposed activity to backup-education@giz.de or ask for an advisory phone call. We will provide feedback on your proposal and guide you through the application process.

Your application will be considered only if the application form is complete and includes the required supporting documents.

**Submission**

Kindly send an electronic version of the application form to backup-education@giz.de.

The BACKUP Initiative team will then contact you regarding further procedures.

**section 1: General Information**

1. **Name of country**:       or [ ]  **regional proposal**
2. **Name of applicant organisation/ institution:**

**Website link:**

1. **Title of measure**:
2. **Please provide a summary of the main components of the proposed measure** (*max. 150 words*)**:**

1. **Implementation timeframe*:***

*Please calculate at least 3 months between the final submission of this application form and the expected start date to allow sufficient time for contracting.*

**Expected start date** (*dd/mm/yy*):       **Expected end date** (*dd/mm/yy*):

**Section 2: Link of proposed measure to digital solutions in the education sector and covid-19 response**

1. **Please describe how your country has reacted to the COVID-19 pandemic in the field of basic education**. Kindly indicate any existing national strategies, policies etc.

1. **Has your country or will your country release national funds or receive international funds to address challenges brought by COVID-19 in the basic education sector? Please specify.**

1. **What is the current situation in your country regarding the digital transformation of the basic education sector?**

1. **Please justify the need for the proposed measure. (*max. 250 words)***

1. **The proposed measure supports:**

[ ]  Access to digital education services for learners and/or education professionals

[ ]  Planning and/or implementation of digital solution(s)

[ ]  Improvement of digital skills of learners and/or education professionals

[ ]  Cooperation with the private sector to foster digital solutions for education services

[ ]  Learning and network building on national and/or regional and/or international level in the area of digital solutions for education and COVID-19 resilience in general

[ ]  Other If other, please specify:

1. **The need for the proposed measure has been identified in one or more of the following documents:**

[ ]  Latest Joint Sector Review Report [ ]  Capacity Gaps Assessment

[ ]  Capacity Development Strategy [ ]  Country Status Report

[ ]  Appraisal report of education plan [ ]  Minutes of LEG meeting

[ ]  Donor Implementation Progress Report [ ]  COVID Response document

[ ]  Other:       [ ]  Not applicable

*Please attach or send web link to the relevant document and indicate here the respective page/chapter.*

1. **Describe how the proposed measure will contribute to strengthening digital solutions in the education sector in your country.**

1. **If you are applying for support for a regional activity involving more than one country, please specify how the measure will contribute to strengthening digital solutions in the education sector at the national level.**

1. **Joint funding with other partners is encouraged. Have other donor partners been contacted to support this measure?**

[ ]  Yes [ ]  No

*If yes, who and what was the response?*

*If no, why not?*

**Section 3: Information on Applicant’s Organisation/ institution**

**APPLIcant Organisation**

1. **Type of organisation**

[ ]  Government institution

(e.g. Ministry of Education or ICT etc.)

[ ]  Regional network of CSOs for education

[ ]  National education coalition of CSOs

[ ]  Member organization of the national education coalition of CSOs

[ ]  Other regional player

1. **Your organisation/ institution has engaged in the following:**

Country Level

[ ]  Preparation of the ESP

[ ]  Implementation of the current ESP

[ ]  Joint Education Sector Reviews

[ ]  Meetings of the Local Education Group

[ ]  Development of a national education policy

[ ]  Other relevant sector engagement:

[ ]  Not applicable

Please explain your role and contribution:

     Regional/Global Level

Please explain your role and contribution on regional/global level:

[ ]  Not applicable

1. **Is your organisation a member of the Local Education Group (LEG)?**

[ ]  Yes [ ]  No [ ]  Not applicable *(if regional request)*

[ ]  Represented through:

**Contact Person for application**

**(from applicant organisation / institution)**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. **Surname**
 |       | **First Name** |       |
| 1. **Position/title**
 |       |
| 1. **Email address**
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| 1. **Skype**
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| 1. **Telephone**
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| 1. **Full postal address**
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**Section 4: Proposal Details**

**PROPOSAL PREPARATION**

Please note that a transparent communication and consultation on the proposal with key stakeholders is a requirement for the application.

1. **Please explain how this proposal was developed and who was involved:**

1. **Has the application been discussed with the Local Education Group (LEG)?**

[ ]  Yes [ ]  No [ ]  Not applicable *(if regional request)*

*If yes, please summarise the feedback*:

*If no, please explain why not*:

1. **Please indicate the contact data of the international partner lead of the Local Education Group:**

Name:       Title:

Email:       Phone:

Skype:

[ ]  Not applicable (*if regional request*)

**IMPLEMENTATION of measure**

1. **Who will receive and manage the funding requested?**

*Please note that if the applicant organization will not receive the funds directly but through another organization, it is required that this organization is contacted before the submission of the application and knows the application content.*

* 1. [ ]  Applicant organisation
	2. [ ]  Bilateral Donor Agency
	3. [ ]  UN Agency
	4. [ ]  NGO
	5. [ ]  Other

*If b. – e., please provide:*

Name of organisation/agency:

Name of the contact person and position:

Contact details (address, e-mail and phone number):

*Please explain how you will work together:*

**Atingi/ use of online learning platforms**

1. **Do you intend to use online learning platforms for your proposed measure?**

[ ]  Yes [ ]  No

**If yes, please elaborate which platforms you would like to use and why.**

*If you are planning on using an online learning platform for your measure, we advise you to consider* [*atingi.org*](https://www.atingi.org/) *This is a digital learning platform funded by the German Federal Ministry for Economic Cooperation and Development (BMZ) and implemented by GIZ. It is free of charge for its users and content partners and can be used to create and adapt learning contents in many different languages and for many learning devices.*

*Our team can provide you with more information on atingi.*

1. **Please indicate whether you are familiar with the platform atingi.org**

[ ]  Yes [ ]  No

**Collaboration**

*Please answer the following question only if your organisation is a* *Government institution (e.g. Ministry of Education or ICT)*

1. **Does your proposed measure ensure CSO participation and/or strengthening the role of CSO’s in digital solutions in the education sector? If so, please explain how.**

1. **Does your proposed measure involve a collaboration with the private sector (e.g. telecommunications/IT company)? If so, please explain with whom.**

*Please answer the following question only if your organisation is a civil society organisation.*

1. **Does your proposed measure ensure participation of a government institution (e.g. Ministry of Education or ICT)? If so, please explain how.**

1. **Does your proposed measure involve a collaboration with the private sector (e.g. telecommunications/IT company)? If so, please explain with whom.**

**Capacity development**

1. **Please describe how your proposed measure will contribute to capacity development for digital solutions in the education sector.**

**Sustainability and knowledge sharing**

1. **Please describe how you will ensure that the outcomes and outputs of this measure will be used or developed further to contribute to a sustainable change. Please also take the Principles for Digital Development** (<https://digitalprinciples.org/principles/>) **into account here (*max. 150 words*):**

1. **Please describe how and with whom you plan to share and disseminate the knowledge and products of this measure (*max. 150 words*):**

**SELECTION PROCEDURES AND PROCUREMENT OF GOODS**

1. **Pleas indicate a list of goods to be procured under the contract (type of goods):**

1. **How many persons will receive goods? (Number of third parties)**

1. **What is the selection process? How do you ensure that the selection follows a fair, transparent, discrimination-free, and documented selection procedure (description of the selection process required)?**

1. **How is the existence of the required criteria demonstrated? (Please list the evidence to be provided by the third parties)**

1. **How is the handover and receipt of the goods documented? (E.g. confirmation of receipt by signature/fingerprint?)**

1. **How do you ensure that procurement complies with the highest sustainability standards possible?**

**Section 5: Outcomes Matrix**

* Please ensure that all information is as **detailed and complete** as possible. Please note that you can also submit the results matrix in another format.
1. Please identify the outcome and outputs that are directly related to your measure. Please formulate specific, measurable, achievable, realistic and time-bound (SMART) indicators. The results matrix will be used to measure progress and success of the proposed measure if funded. There can be more than one outcome depending on your proposal. Please modify the table as needed.

|  |  |  |  |
| --- | --- | --- | --- |
| **Level** | **Indicator(s) of achievement***(please indicate measurable targets if applicable)* | **Source of** **verification** | **Assumptions and Risks** |
| **Outcome:** |       |       |       |
| **Output 1:** |       |       |       |
| **Output 2:** |       |       |       |
| **Output 3:** |       |       |       |
| **Add more outputs if needed …** |       |       |       |

1. You will be required to submit a report evaluating the success of your measure. Please describe **how you will monitor and evaluate** your measure:

**Section 6: cross-cutting issues**

1. Use the table below to identify the extent to which the proposed measure will consider the following cross cutting issues.

|  |  |
| --- | --- |
|  | ***CROSS-CUTTING ISSUES*** |
| *The proposed measure…* | ***Gender equality*** | ***Conflict/******crisis sensitivity*** | ***Digital Skills*** |
| 1. is entirely directed towards improving this cross-cutting issue in the education sector. This is explained in the **outcome** of the proposal and reflected in the results matrix.
 |[ ] [ ] [ ]
| 1. aims to achieve a specific **output** related to this cross-cutting issue measured by specific output indicators.
 |[ ] [ ] [ ]
| 1. considers this cross-cutting issue overall but there is no specific related indicator.
 |[ ] [ ] [ ]
| 1. Not applicable
 |[ ] [ ] [ ]

1. **Depending on your selection in the table above, please explain how the following cross cutting issues will be integrated into the proposed measure:**
	1. Gender equality *(max. 150 words*):

* 1. Conflict/crisis sensitivity *(max 150 words):*

* 1. Digital Skills *(max. 150 words):*

**Section 7: workplan**

* Please specify **all single activities** to be undertaken and list them in **chronological order**. Please specify if you need consultants to implement this activity and attach the Terms of Reference (ToR’s) for each consultant to the application.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Activity Title and Description***Describe* ***each individual*** *activity.* | **Start date - End date***dd/mm/yy – dd/mm/yy* | **Output** *Indicate the relevant number from the outcomes matrix* | **Objective(s)**  | **Key actors***List organisations/affiliated persons that will facilitate implementation of the activity.* | **Responsibility for implementation** |
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**Section 8: Budget**

* Please submit the budget as a separate Excel sheet as per the BACKUP Initiative sample budget file that you receive together with this application form.
* As a **first step**, please fill in the activity budget and submit it to the BACKUP Initiative:
	+ Break down the activities listed in the work plan in **all cost items related to their implementation**. You will find examples in the sample budget file. Please make sure that the work plan and the budget correspond exactly, i.e. all activities mentioned in the work plan should also appear in the budget (even if no costs are planned) and the numbering should be the same.
	+ In case the activity is co-financed by you and/or other parties, please indicate the respective contributions and sources of funding.
* After feedback from the BACKUP Initiative, you will in a **second step** be asked to present the **budget according to cost category** (sheet “02 budget cost category”). Under the same cost types cost lines with the same unit prices should be summarized. Please indicate in parentheses to which activities these costs belong (cf. example in the sheet "01 budget activity" transport refunds). **Only this budget will be part of the contract.**

For further notes and information see worksheet “Guidance” in the enclosed sample budget.

# Data protection statement

Data protection statement for ***applicants or person(s) named by him/her in the application to the German BACKUP Initiative - Education in Africa Fund (BACKUP Initiative)*** on storage and use of personal data by GIZ.

GIZ takes the protection of personal data very seriously. This declaration explains what personal data is stored and what it is used for.

* **Data processing is the responsibility of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH.
Registered office of the company:
Friedrich-Ebert-Allee 36 + 40, 53113 Bonn
Dag-Hammarskjöld-Weg 1 – 5, 65760 Eschborn
backup-education@giz.de**
* **The personal data specified in the registration process, e.g. contact information, CVs** *(name, first name, name of the organisation, position, email address, phone number, Skype, nationality, gender)* that is required for the purpose of ***filing and processing an application to BACKUP Education*** will be stored on GIZ servers and used for ***the assessment of the application submitted and, where appropriate, the management and evaluation of the measure applied for.***.
* The data will be used solely for the purpose of ***assessing the submitted application and, if necessary, processing and evaluating the requested measure*** (monitoring and evaluation, ex-post evaluations, knowledge management).
* The legal basis for processing is **consent to this statement.**
* The data will be used exclusively for the purposes described in the statement. Any other use will always be subject to further consent. Your data will not be used for advertising purposes.

GIZ and its service providers use appropriate technical and organisational measures to secure data against unintentional or intentional falsification, destruction, loss or access by unauthorised persons. Access to your personal data is restricted to GIZ staff who need to process it for the above-mentioned purpose(s), and who will handle the information you provide in a proper and confidential manner.

Declaration of consent:

[ ]  GIZ is authorised to forward your data *(name, first name, name of the organisation, position, email address, phone number, Skype, nationality, gender, CV)* to the following organisations/entities to be processed for the purposes of ***assessing, processing and evaluating the requested measure***:
***Training institutes, members of the local education groups, implementation partners, auditors, commissioning party , co-financiers, authorities authorized to audit, tax office.*** Before passing data to other persons or institutions outside the ***GIZ*** and the above-mentioned organisations/entities – even in anonymised form – the individual responsible will personally contact the people involved.

[ ]  I consent to my personal data *(name, first name, name of the organisation, position, email address, phone number, Skype, nationality, gender, CV)* being stored for a further period of two years following the completion of the purpose for which it was collected so that BACKUP Education can contact me for other purposes such as impact data collection.

[ ]  I consent to GIZ storing and using my personal data in accordance with the above statement. This consent will remain valid even if the measure was not supported, for a period of **two years** after it was signed.

Given name, family name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rights of data subjects

You are entitled to enquire about your personal data, have the data corrected if necessary, and ask for processing to be restricted or data to be erased. The data will then be removed from our system. The consent given to use personal data can also be revoked at any time. This does not affect the lawfulness of processing up to the time of revocation.

In the case of revocation, funding of measures is not possible or renewed funding of measures is no longer possible.
To revoke consent, please send an email or fax to: ***backup-education@giz.de***

Should you have any questions or complaints relating to this statement or the processing, you can contact the GIZ data protection officer at the following email address: datenschutzbeauftragter@giz.de.

You have the right to approach the data protection authorities with complaints. The authority responsible is the German Federal Commissioner for Data Protection and Freedom of Information (BfDI).

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Registered offices

Bonn and Eschborn, Germany

German BACKUP Initiative – Education in Africa
Dag-Hammarskjöld-Weg 1-5

65760 Eschborn, Germany

Phone +49 (0) 6196 79 3267

Fax +49 (0) 6196 79 80 3267

backup-education@giz.de

<https://www.giz.de/expertise/html/60957.html>

<https://www.giz.de/en/worldwide/15707.html>

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