

# DIES NMT Guidelines for Funding

## COHORT 2023-2024

The **NMT Programme** funds will cover the expenditure for implementing the multiplication training courses, which will be carried out by a Training Committee in their home country or in the region. Each training has to be composed of at least two presence or depending on the situation online workshops taking place from October 2023 to October 2024.

A budget of maximum **25,000 Euro** can be used as a point of reference for funding from the NMT Programme for eligible application group 1 and **15,000 Euro** for eligible application group 2 (see Call for Proposals).

Apart from the funds provided by the NMT Programme, an **own contribution** (by the alumni's institution(s)) and/or **other sources of funding** are expected to cover **at least 10%** of the total budget for eligible application group 1 and **30%** for eligible application group 2. Applicants need to make a budget plan using the template attached. The budget plan should be divided by year and workshop.

The expenditures of the NMT Programme funds will need to be made accountable with a **list of expenses**, **original invoices/receipts**, and a **participants' list of signature** for the lump sum. They should be handed in within 6 weeks after each workshop, but not later than 31 January 2024 for workshops taking place in November and December 2023.

### Own contributions and other sources of funding could be

- contributions from higher education institutions for workshop rooms and facilities (e.g. meeting rooms at your university can be used for the workshops free of charge; Your university will cover one joint dinner)
- contributions from higher education institutions for personnel costs (e.g. Training Committee are allowed to work certain hours on the multiplication project within the normal working time at your university and/or additional staff from the university support the workshop implementation on spot.)
- individual contributions from the participants (e.g. participants pay certain course fees or pay part of the accommodation and meals on their own. The course fees can be charged due to the budget constraints, but the multiplication training courses need to be conducted on a non-profit basis.)
- contributions from colleagues (e.g. Your colleagues in the field will hold the presentation and/or guide the group work.)

The budget for each multiplication training is divided into six categories. The regulations for each category are as follows:

### 1. Personnel Staff

Item(s)	Local administrative staff for the support of the organisation of the workshop.
Description	Up to 60 hours according to the local salary per workshop. However, the total amount should <b>NOT</b> exceed 480 EUR per workshop.

### 2. Honorarium

#### 2.1 Honorarium for External Support

Item(s)	External experts can be invited as mentor or speaker to the workshop on a honorarium basis. The European expert is limited to one person.
Description	<p>Up to two experts (mentors and/or external speakers) can be invited to the workshop. For their contributions during the training or at the workshop, they can receive a honorarium of up to 250 Euro per day per person<sup>1</sup>. The European expert can be invited to the physical workshop only if she/he is the mentor of the training. The external speaker (if needed) should generally come from the same country where the NMT is implemented or the region.</p> <p>The experts from the participating institutions of the Training Committee <b>CANNOT</b> receive honorarium. Their engagement is regarded as own contributions.</p> <p>Contractual matters and payment of the European expert can be arranged by the University of Potsdam upon request.</p>

#### 2.2 Honorarium for the Training Committee

Item(s)	Honorarium up to 2000 Euro per multiplication training (all workshops) can be budgeted for the Training Committee.
Description	Training Committee can receive honorarium for the implementation of the multiplication training. The daily rate of the honorarium <b>CANNOT</b> exceed 250 Euro per team.

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

	The Training Committee decides on their own regarding the distribution of the honorarium among the members.
--	---

### 3. Travel of Experts and Training Committee

Item(s)	The travel expenses (economy class and best option) for the European, the regional expert and/ or the training committee can be covered. Expenditure for visa and vaccines can be covered if applicable.
Description	<p>Up to one return travel ticket (train, flight, bus), <b>economy class and best option</b> for the European, the regional expert and the training committee members per workshop can be budgeted.</p> <ul style="list-style-type: none"> <li>▪ Visa fees and the vaccine costs needed for the travel can be budgeted and covered if applicable.</li> </ul> <p>University of Potsdam can arrange the travel for the European expert upon request.</p>

### 4. Accommodation and Meals for Experts and Training Committee

Item(s)	Under this category, the Training Committee can budget the accommodation and meals for experts and its own members during the <u>presence</u> workshops.
Description	<p>The expenses can be:</p> <ul style="list-style-type: none"> <li>▪ Accommodation of the experts and the Training Committee members</li> <li>▪ Meals during the presence workshops such as breakfast, lunch and dinner</li> </ul> <p><b>The budget for accommodation and meals differs from country to country.</b> Please refer to “Rates for Accommodation and Meals for Experts and Training Committee” at page 6 and 7 for reference of <u>maximum budget per person per day</u>.</p>

### 5. Workshop Materials

Item(s)	Under workshop materials, workshop related consumable materials and printing expenditure can be budgeted.
Description	The expenditure which can be covered by NMT Programme funds is for example:

	<ul style="list-style-type: none"> <li>▪ Consumable materials such paper and workshop stationery</li> <li>▪ Printing for brochures and training materials</li> <li>▪ Postage for sending the original documents (e.g. contract, accounting invoices) to University of Potsdam</li> </ul> <p>Furniture, presents, medicines, and equipment (e.g. printer, projector and laptops, etc.) <b>CANNOT</b> be covered by the NMT Programme funds<sup>2</sup>.</p>
--	--

## 6. Accommodation and Meals for Participants

Item(s)	Under this category, the Training Committee can budget <u>lump sum</u> for participants to cover the accommodation and meals during the <u>presence</u> workshops.
Description	<p>The lump sum is budgeted according to the <b>Lump Sum List for Participants</b> at page 5.</p> <p>Kindly note:</p> <ul style="list-style-type: none"> <li>▪ each country has a different lump sum rate.</li> <li>▪ day of arrival and departure are counted as ½ day each.</li> <li>▪ the daily lump sum rate for each participant needs to be budgeted as fix amount as of stated in the lump sum list.</li> <li>▪ considering of the cost-effective factors, the budgeted number of participants and/or days can be less than the actual participants and/or days.</li> </ul> <p>In order to verify the expenditure of the lump sum, <b>no invoices or receipts are needed, but a participants' list with their original signaturs</b>. The number of the participants on this list need to be in accordance with the requested lump sum.</p> <p>The Training Committee can use the lump sum to organise the accommodation and meals for the participants during the presence workshops. The lump sum <b>SHALL NOT</b> be paid directly to the participants.</p> <p>If the lump sum amount cannot cover all expenses for the accommodation and meals, the difference should be covered by other sources of funding or by the participants on their own (e.g. the participants pay part of the accommodation and meals on their own).</p>

<sup>2</sup> Kindly contact University of Potsdam in advance in case of questions.

## DIES NMT 2023-2024

### Participants

#### Lump Sum Rates for Accommodation and Meals

Country	Lump sum per person/per day	Country	Lump sum per person/per day
Algeria	86.50 €	Kenya	111.50 €
Angola	149.50 €	Laos	48.00 €
Argentina	56.50 €	Lebanon	61.50 €
Benin	57.50 €	Lesotho	51.50 €
Bolivia	46.50 €	Libya	67.50 €
Botswana	51.00 €	Madagascar	43.50 €
Burkina Faso	87.00 €	Malawi	61.50 €
Burundi	49.00 €	Mali	60.00 €
Cambodia	47.00 €	Mauritius	110.00 €
Cameroon	90.00 €	Malaysia	44.00 €
Cape Verde	52.50 €	Mexico	88.50 €
Central African Republic	37.00 €	Morocco	64.50 €
Chad	81.50 €	Mozambique	73.00 €
Colombia	57.50 €	Myanmar	77.50 €
Congo	100.00 €	Namibia	56.00 €
Congo, Democratic Republic	95.00 €	Nicaragua	40.50 €
Costa Rica	46.50 €	Niger	44.50 €
Cuba	114.00 €	Nigeria	91.00 €
Dominican Republic	73.50 €	Panama	55.50 €
Ecuador	48.50 €	Paraguay	54.00 €
Egypt	62.50 €	Peru	71.50 €
El Salvador	59.50 €	Philippines	58.00 €
Ethiopia	65.00 €	Rwanda	70.50 €
Gabon	91.50 €	Senegal	64.00 €
Gambia	62.50 €	Sierra Leone	80.50 €
Ghana	74.00 €	South Africa - Cape Town	56.00 €
Guatemala	45.00 €	South Africa- Johannesburg	62.00 €
Guinea	59.00 €	South Africa – others	47.00 €
Guinea-Bissau	43.00 €	Sudan	97.50 €
Honduras	50.50 €	South Sudan	75.00 €
India - Chennai	42.50 €	Tanzania	100.50 €
India - Kolkata	72.50 €	Thailand	55.00 €
India - Mumbai	73.00 €	Togo	59.00 €
India - New Delhi	92.50 €	Tunisia	57.50 €
India - other cities	42.50 €	Uganda	71.50 €
Indonesia	67.00 €	Vietnam	43.00 €
Iran	98.00 €	Yemen	47.50 €
Ivory Coast	73.00 €	Zambia	65.00 €
Jordan	63.00 €	Zimbabwe	70.00 €

## DIES NMT 2023-2024

### Experts/Training Committee

#### Rates for Accommodation and Meals

Country	Maximum Rate per person per day	
	Accommodation (Maximum rate)	Meals <sup>3</sup> (breakfast, lunch and dinner) (Maximum rate)
Algeria	173.00 €	42.00 €
Angola	299.00 €	43.00 €
Argentina	113.00 €	29.00 €
Benin	115.00 €	43.00 €
Bolivia	93.00 €	25.00 €
Botswana	102.00 €	33.00 €
Burkina Faso	174.00 €	31.00 €
Burundi	98.00 €	39.00 €
Cambodia	94.00 €	31.00 €
Cameroon	180.00 €	41.00 €
Cape Verde	105.00 €	25.00 €
Central African Republic	74.00 €	38.00 €
Chad	163.00€	53.00 €
Colombia	115.00 €	38.00 €
Congo	200.00 €	41.00 €
Congo, Democratic Republic	190.00 €	58.00 €
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 €
Ethiopia	130.00 €	32.00 €
Gabon	183.00 €	43.00 €
Gambia	125.00 €	25.00 €
Ghana	148.00 €	38.00 €
Guatemala	90.00 €	28.00 €
Guinea	118.00 €	38.00 €
Guinea-Bissau	86.00 €	20.00 €
Honduras	101.00 €	40.00 €
India - Chennai	85.00 €	26.00 €
India - Kolkata	145.00 €	29.00 €
India - Mumbai	146.00 €	41.00 €
India - New Delhi	185.00 €	31.00 €
India - the other cities	85.00 €	26.00 €
Indonesia	134.00 €	30.00 €
Iran	196.00 €	27.00 €
Ivory Coast	146.00 €	42.00 €
Jordan	126.00 €	38.00 €

<sup>3</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.

Kenya	223.00 €	35.00 €
Laos	96.00 €	27.00 €
Lebanon	123.00 €	49.00 €
Lesotho	103.00 €	20.00 €
Libya	135.00 €	52.00 €
Madagascar	87.00 €	28.00 €
Malawi	123.00 €	39.00 €
Malaysia	88.00 €	28.00 €
Mali	120.00 €	31.00 €
Mauritius	220.00 €	45.00 €
Mexico	177.00 €	40.00 €
Morocco	129.00 €	35.00 €
Mozambique	146.00 €	31.00 €
Myanmar	155.00 €	29.00 €
Namibia	112.00 €	25.00 €
Nicaragua	81.00 €	30.00 €
Niger	89.00 €	34.00 €
Nigeria	182.00 €	38.00 €
Panama	111.00 €	32.00 €
Paraguay	108.00 €	31.00 €
Peru	143.00 €	28.00 €
Philippines	116.00 €	27.00 €
Rwanda	141.00 €	38.00 €
Senegal	128.00 €	37.00 €
Sierra Leone	161.00 €	40.00 €
South Africa - Cape Town	112.00 €	22.00 €
South Africa - Johannesburg	124.00 €	24.00 €
South Africa - the other cities	94.00 €	18.00 €
South Sudan	150.00 €	28.00 €
Sudan	195.00 €	27.00 €
Tanzania	201.00 €	39.00 €
Thailand	110.00 €	31.00 €
Togo	118.00 €	32.00 €
Tunisia	115.00 €	33.00 €
Uganda	143.00 €	34.00 €
Vietnam	86.00 €	34.00 €
Yemen	95.00 €	20.00 €
Zambia	130.00 €	30.00 €
Zimbabwe	140.00 €	37.00 €