

PTB EaP QI4GT Fund

2024 Second call for proposals - Terms of Reference

Background

The regional PTB project “Quality Infrastructure for Increased Trade in the Eastern Partnership Countries” is funded by the German Federal Ministry for Economic Cooperation and Development (BMZ). The project supports quality infrastructure (QI) institutions from Armenia, Azerbaijan, Georgia, Moldova and Ukraine (EaP countries) in adapting their services and processes for promoting value creation, productivity and innovation to be in line with international and European best practices. The project focuses on work processes and services for a sustainable and digital transformation in EaP countries.

To strengthen the Quality Infrastructure (QI) in the field of Green Transformation (GT), PTB set up the QI4GT Fund and is hereby launching its second call for proposals in 2024.

In a nutshell:

- Proposals for the QI4GT Fund can focus on any value chain they as long as have a link to Green Transformation,
- Proposals must be submitted by at least two partners (see specifications below),
- Proposals can only be submitted by QI institutions.

Purpose

The purpose of this call is to identify and support QI initiatives from Armenia, Azerbaijan, Georgia, Moldova and Ukraine that contribute to Green Transformation in the EaP countries.

For orientation on possible Green Transformation topics please consult the summaries of projects funded under the first QI4GT call for proposals and other publications and project flyers that you can find on our website:

<https://www.eastern-partnership.ptb.de/about-the-project/activities/ptb-fund-quality-infrastructure-for-green-transformation-qi4gt/>

Who is eligible for funding?

QI4GT project proposals must be developed and implemented in partnership with and submitted by a QI institutions from the five EaP countries:

<https://www.eastern-partnership.ptb.de/about-the-project/partner-institutions/>

All quality infrastructure institutions from the EaP region can apply, such as a National Metrology Institute, National Accreditation Body or a National Standards Body.

For the proposal, they must team up with non-QI stakeholders such as a private entity, non-governmental or academia organisations working on Green Transformation topics. To apply under this Fund, partnership between a QI-institution and a non-governmental organisation (civil society, private) or academia is a pre-requisite.¹

State institutions (e. g. Ministries responsible for QI and/or Green Transformation) are only eligible, if they team up with a QI institution (accreditation body, national metrology institute or standardization body) and another private, non-governmental or academia organisation.

Table 1: Eligible Teams

QI institution responsible for submission of proposal (lead applicant)	Non-governmental organisation (civil society, private sector incl. private conformity assessment bodies) or academia	Non-governmental organisation (civil society, private sector incl. private conformity assessment bodies) or academia + state institution (e. g. Ministry, public laboratory)
National Metrology Institute	√	√
National Accreditation Body	√	√
National Standards Body	√	√

Partner organisations can come from one or more EaP countries.

Multiple proposals per country and per partner organisation can be submitted. However, in that case, a thorough planing of resources is highly recommended.

Please note: After projects have been selected, beneficiaries will be requested to develop a project outline in partnership with PTB experts, which will be the reference document for project implementation. The teams need to consider that indicators, outcomes and activities may have to be modified during the inception phase of the project.

What can be funded?

All initiatives that contribute to the development and application of quality infrastructure services for Green Transformation are eligible for funding. This includes, for example, setting up a greenhouse gas validation and verification

¹ In order to develop such an approach please see PTB examples and best practices.

scheme or standardization for photovoltaic (see summaries of past QI4GT projects), the identification of QI service needs for specific value chains and the development of QI services for the Green Transformation itself.

The propose project should be implemented within six to nine months.

The funding will preferably be used for activities (consulting, training, and information dissemination, travel expenses, proficiency tests) and only to a small extent (not more than 10% of the funding amount) to acquire, for example, reference materials, stationary or small-scale equipment.

The total amount from the QI4GT Fund shall not exceed 80,000.00 Euro.

The proposal should specify own contributions by the beneficiaries. Own contribution can be made “in kind” e.g. in providing staff, premises, or catering (see table 2).

Please note: The QI4GT fund is not meant to cover running operational costs of institutions.

Table 2: Contribution of PTB and beneficiary

Costs	Funding possible by PTB	Possible contribution by beneficiary
Personnel costs (for allocating staff to the project)		X
International expert fee (for consulting, training)	X	
National expert fee (for consulting, training)	X	X
Travel costs (invited expert or project participants)	X	X
Conference fee	X	X
Accommodation	X	X
Venue / conference room	X	X
Catering	X	X
Administrative support		X
Information dissemination	X	X
Translation (e.g. of standards)	X	X
Equipment	X (not more than 10% of the QI4GT funding amount)	X

Please note: Procurement of equipment and/or external services (e.g. translation) needs to follow strict PTB rules. The procurement process needs to be outlined in the project proposal and the details agreed upon with PTB after the funding is selected for funding.

Project funding will be administered directly paid by PTB, meaning all expenses of all project partners are directly paid by PTB. Thus, funds will not be transferred to the beneficiary.

How can interested parties apply for funding?

To apply for QI4GT funding, please fill out and submit an application form.

The ToR and an application form can be downloaded in English from the PTB EaP website <https://www.eastern-partnership.ptb.de/about-the-project/activities/ptb-fund-quality-infrastructure-for-green-transformation-qi4gt/>.

In addition, it will be sent via email to the QI institutions in the five EaP countries.

All applications must be submitted via email in PDF format to the following email: eastern-partnership@ptb.de

Applications must be submitted by April 30th, 2024.

Interested parties, who need support for project development, have different possibilities to address their questions:

- Attend an Q&A session for proposal development:
 - o February 13th, 2024, 11:00-12:00 CET
 - o March 12th, 2024, 11:00-12:00 CET
- Consult the most frequent Q&As on the project website <https://www.eastern-partnership.ptb.de>
- Address additional questions to <https://www.eastern-partnership.ptb.de>
- Contact the national PTB coordinator: eastern-partnership@ptb.de

Bilateral consultations with PTB experts for project development can be organised upon request.

What is the timetable?

The second call starts on January 31st 2024. The selection committee will decide on the eligible proposals by April 30th, 2024. All steps and milestones of the proposal development and project implementation are outlined in the table below.

Table 3: Milestones and Deadlines

Milestone	Deadline
Formal publication of 2 nd call.	January 31 st , 2024
Q&A Session 1	February 13 th , 2024 11:00 - 12:00 CET

Q&A Session 2	March 12 th , 2024 11:00-12:00 CET
Possible bilateral contact with PTB technical experts for consultancy	until April 30 th , 2024
Q&A section available on PTB EaP website	until April 30 th , 2024
Deadline for submission of proposals	until April 30 th , 2024
Notification of selected projects Please note that project selection may be subject to conditions, and project proposals may need revision (maximum one revision round). If the proposal revisions can not be agreed, at this stage the project may still be rejected.	Starting May 28 th , 2024
Inception phase of selected projects for joint development of a project outline with an operational plan.	June 30 th , 2024
Implementation of activities. The activities should be implemented within 6 to 9 months from this point on.	latest until April 30 th , 2025
Submission of final report of each project.	latest until May 31 th , 2025

How are the proposals selected for funding?

In the selection process, a committee will assess the quality and feasibility of the proposal with a special focus on the five criteria.

Criterion	Question
1. Collaboration between the QI institution(s) and other project partner(s) contributing to Green Transformation?	To what extent will QI institutions and Green Transformation stakeholders be working together to implement the proposed project?
2. Development of QI	How does the project contribute to the development of the QI institution(s) (standardization, metrology, accreditation)?
3. Relevance for Green Transformation	To what extent is the project in line with specific country needs and priorities for Green Transformation?

Criterion	Question
4. Demonstrated demand or need for the potential outcome	To what extent is there a demonstrated demand/need for the proposed outcome of the project activities?
5. Type of expected outcome a. new QI knowledge products related to Green Transformation b. new or adapted QI services for Green Transformation	a. Will the project result in a publication or other awareness raising material, demonstrating the importance of QI for the Green Transformation b. To what extent will QI institutions develop new or adapted services for the Green Transformation?

What documents must be submitted?

Please fill out the proposal application form in the Annex.

The applications shall be written in English.

All applications must be submitted via email in PDF format to the following email: eastern-partnership@ptb.de

Please refer in the subject: **QI4GT Call- Application (Title of the proposal)**.

Please note that any application submitted **after the deadline (April 30th, 2024) will not be considered.**

For questions on the project or selection process please contact to Corinna Weigelt or Suzana Lange through the following email: eastern-partnership@ptb.de

What are the communication and reporting requirements for selected projects?

Funded projects should always acknowledge the support of QI4GT/ BMZ (media, presentations, websites etc.). Furthermore, PTB and German cooperation logos must be visible in all communication material related to the project.

Reporting will be carried out in accordance with the requirements of the PTB. A reporting template will be provided. Furthermore, PTB will establish regular contact with the approved projects to ensure visibility and support.

Annex

Annex I: Proposal application form