



SUSTAINABLE ENERGY PROJECT SUPPORT (SEPS) Regional call in Southern and South East Asia 2014 – Food Value Chain

SEPS Exchange Activities – Application Form

Supporting knowledge exchanges within a region is an important feature of SEPS. The goal is to strengthen the capabilities of local organizations involved in the field of sustainable energy projects in the global South by supporting face-to-face exchanges. Consequently, exchanges should be designed to match the specific needs or knowledge gaps of one organization (or a number of organizations) with the expertise of other organizations or specialists in the given field. The exact structure, length and content of the exchange must be defined by the organization that makes the application in close cooperation with the exchange organizations/specialists.

The aim is for SEPS to provide the support to facilitate physical peer-to-peer exchanges between expert organizations, for example:

- mutual visits of staff/personnel of two or more organizations for knowledge sharing
- face to face consultation(s) undertaken by specialists in the field
- practical hands-on training
- intensive training workshops for staff/personnel of one or more organizations, adapted to their specific needs

Exchanges can address issues such as technical challenges, financial strategies, managerial capacities, methods of motivating the local population etc. These are just some examples of exchange types and topics, however the SEPS support is not limited to these examples. Therefore, please propose exchanges that match your particular needs!

Regional Focus: Southern and South East Asia

The regional focus of this call is Southern and South East Asia. The countries considered for this call are those within Southern and South East Asia, according to the [UN definition](#).

Thematic Focus: Integrating Renewable Energy into Food Value Chains

This SEPS call is looking for exchange activities that can strengthen the capabilities of practitioners and local organizations working in the field of applied renewable energy technologies in food value chains.

Energy is a key input in any kind of food value chain. Energy is required in different forms and quantities at all stages of the chain; from the production of raw materials (in agricultural and livestock activities), to their collection, transport, processing and the eventual marketing and sale of the final products. Renewable energy sources can be used to meet the diverse energy needs of food value chains. Furthermore, renewable resources (such as solar radiation, wind, water and biomass residues) are often already available – or easy to harness – at locations where food is produced, processed or sold.

Please note that initiatives and activities that concentrate on the promotion of domestic appliances (e.g. cooking stoves for households) are excluded from this call.

Application Procedure

The peer-to-peer exchange proposal must demonstrate a sound and coherent approach that is in accordance with the specific needs and expertise of the organizations involved. Applicants are, therefore, required to submit the following:

- a **completed SEPS Exchange application form**
- an **exchange budget in Euros (EUR)**
- a **detailed timeline for the exchange activities**

Please note: The following form is optimized for Adobe Acrobat Reader ([free download](#)). If you have problems completing it, please contact the WISIONS team (info@visions.net).



SUSTAINABLE ENERGY PROJECT SUPPORT (SEPS)

Regional call in Southern and South East Asia 2014

SEPS Exchange – Application Form

CONTACT DETAILS OF COORDINATING ORGANIZATION (just one institution*):

ORGANIZATION*
CONTACT PERSON (FIRST NAME, LAST NAME)
ADDRESS
CITY
POSTCODE
COUNTRY
TELEPHONE
FAX
E-MAIL
HOMEPAGE (IF APPLICABLE)

*Other organizations participating in the exchange should be named in section 3

WORKING TITLE OF THE EXCHANGE:

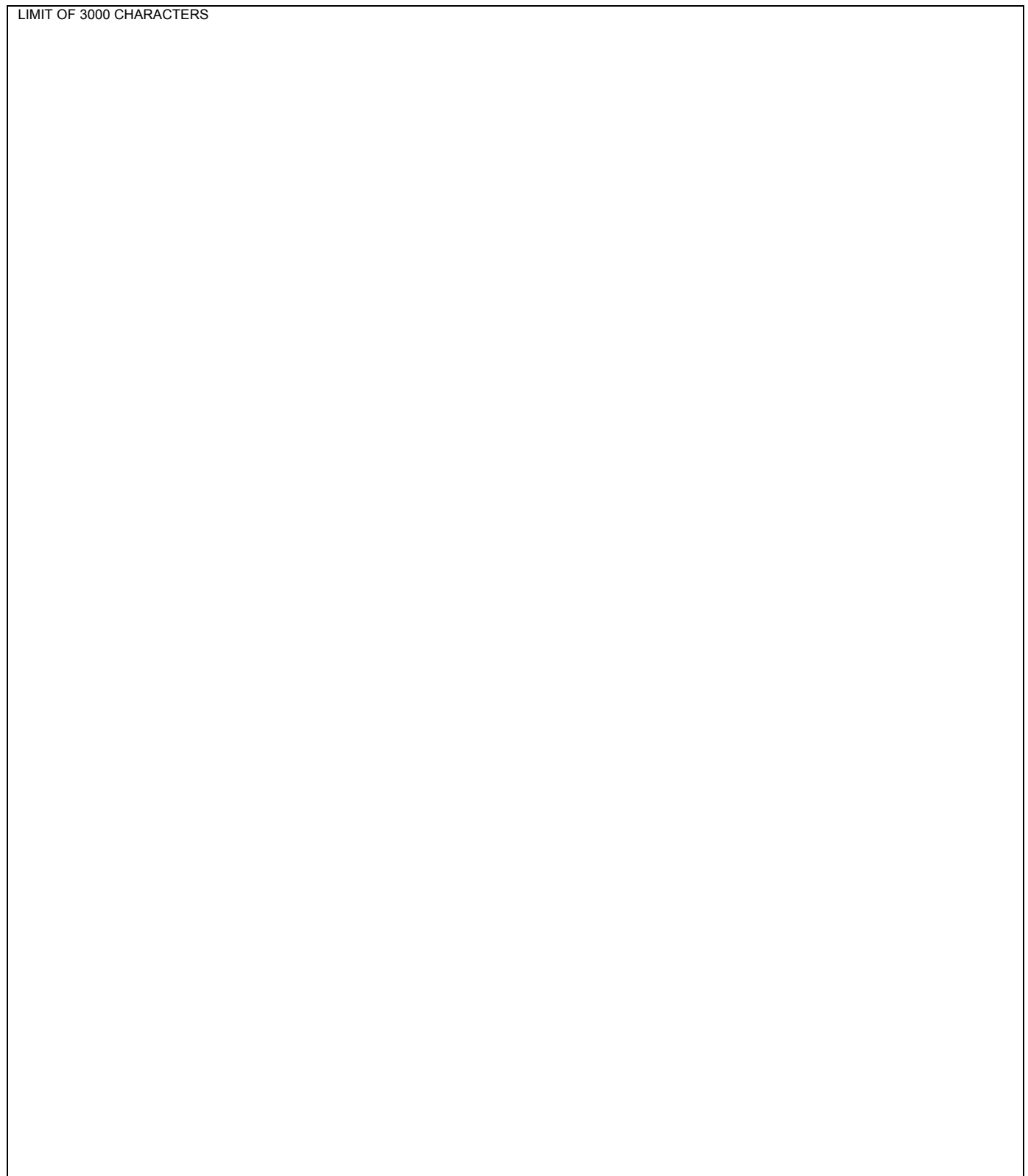
TITLE

Please complete the following sections, bearing in mind the maximum number of words per section.

1. EXCHANGE OBJECTIVE AND CONCEPT

Please describe the objective and type of exchange proposed:

LIMIT OF 3000 CHARACTERS



Aspects to consider: role of the different exchange partners

2. NEEDS, CHALLENGES AND IMPACTS

Please outline (a) the specific needs the exchange should address (e.g. knowledge transfer, technical gaps, contextual practices, share of best practice, problem solving, awareness raising etc.) (b) the challenges that your organization(s) face (e. g. an absence of established networks, a lack of skills or expertise, geographical distances etc.) and (c) give details about the anticipated impact of the exchange activities (e. g. the effect on participating organizations, influence on projects, communities or research directions, promotion and coordination of efforts etc.).

LIMIT OF 3000 CHARACTERS

3. PARTICIPATING ORGANIZATION(S)

Please give details about the organization(s) and/or the person(s) who will be the exchange partner(s). Space is provided in sections 3.1 – 3.4 to complete the required information for 4 organizations. If more than 4 organizations are participating, please use plain paper to provide the extra information required.

3.1 CONTACT DETAILS OF EXCHANGE PARTNERS:

ORGANIZATION 1	ORGANIZATION 2
CONTACT PERSON	CONTACT PERSON
ADDRESS	ADDRESS
POSTCODE AND CITY	POSTCODE AND CITY
COUNTRY	COUNTRY
E-MAIL	E-MAIL
HOMEPAGE	HOMEPAGE

3.2 SHORT DESCRIPTION OF EXCHANGE PARTNER(S) AND PROJECT REFERENCES

Please provide a short description of the partner organization(s), highlighting experience and professional competence:

ORGANIZATION 1 (LIMIT OF 800 CHARACTERS)	ORGANIZATION 2 (LIMIT OF 800 CHARACTERS)

4. SCHEDULE AND SUPPORT

4.1 SCHEDULE OF EXCHANGE ACTIVITIES/OUTCOMES

Please detail the proposed time schedule and working steps of the exchange activities.

Please submit a separate **detailed timeline** together with this application form.

LIMIT OF 1000 CHARACTERS

4.2 FINANCIAL SUPPORT

Please provide the following key financial information.

Please submit a separate supporting **detailed budget plan (in Euros)** together with this application form.

TOTAL EXCHANGE BUDGET (in EUR):
BUDGET REQUESTED FROM WISIONS (in EUR):
POTENTIAL ADDITIONAL FUNDING (own resources, other funding organizations) (in EUR):

→ *The SEPS-EXCHANGE grant fund is given in Euros. Therefore, we must ask for your budget calculations to be in Euros. Please take average currency fluctuations into consideration, as it is not possible to adjust the grants later.*

5. DATA

5.1 DATA ACCEPTED AND DATA SECURITY

Only documents in the following formats will be accepted: printed paper documents, fax, electronic text documents and photos or drawings as supplementary material. CDs, video tapes and DVDs will not be accepted. Please do not submit any original documents. All documentation will be destroyed after the application process has been completed.

WISIONS cannot accept any liability or responsibility for any documents submitted, or for the loss of such documents. All data will be treated confidentially and will only be used for assessing the eligibility of your project for SEPS support.

5.2 AFFIRMATION

□ I _____ hereby state that the information provided is true and that false information can lead to expulsion from the application procedure. I agree that the information I send may be used for publication and/or further publication by **WISIONS**

5.3 ADDRESS

To submit your application, please send this form, **together with your supporting detailed budget plan (in Euros)**, via e-mail to **info@wisions.net**, or as a printed document to:

WISIONS

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